

# **BEELEY PARISH COUNCIL**

## **ANNUAL TRANSPARENCY DOCUMENT**

### **Contents:**

- Audit return for year ending 31<sup>st</sup> March 2017 including governance statement
- 2016-2017 accounts showing all expenditure and income
- Code of conduct

If you require any further information please contact the Parish Council Clerk on 01629 732365 or [beeleyparishcouncil@gmail.com](mailto:beeleyparishcouncil@gmail.com)

✓AKC  
01/06/17



DBY022

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014



## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

BEELBY PARISH 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 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority on:

15/05/2017

and recorded as minute reference:

15.05.17.A6M06

Signed by Chair at meeting where approval is given:

C. Hornsby

Clerk:

globe

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

BEECH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	9787	7276	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	4097	4097	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1215	7392	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1488	1323	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	6335	8635	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	7276	8807	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	7276	8807	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	27542	27542	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*[Signature]*

Date

15/05/17

I confirm that these accounting statements were approved by this smaller authority on:

15/05/17

and recorded as minute reference:

~~15.05.17~~ 15.05.17. AGMS

Signed by Chair at meeting where approval is given:

*C. Hornsby*

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

BEELEY PARISH COUNCIL

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

See attached

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

27.7.17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

BREWER PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No Petty cash
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Yes	No	Not applicable
		✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

B. M. WOOD

Signature of person who carried out the internal audit

*B. M. Wood*

Date

11.05.2017

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



# Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A.
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

**This page is part of Section 3 - External auditor certificate and opinion 2016/17  
DBY022 Beeley Parish Council  
External Auditor Report for the year ended 31 March 2017**

**Matters reported**

None

**Other matters not affecting our opinion which we wish to draw to the attention of the authority**

**Order of signing the Annual governance statement (Section 1) and the Accounting statements (Section 2)**

The Parish Council considered, approved and signed the Annual Governance Statement (Section 1) and Accounting Statements (Section 2) on the same day. It is clear from the minute reference that the Accounting Statements were approved before the Annual Governance Statement. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting statements at Section 2 by resolution of members of the authority meeting as a whole. This is explicit at sections 6(3) and 6(4) of the Regulations (Review of internal control system), where in particular, it states at 6(4)(a) that the Annual Governance Statement must be 'approved in advance of the relevant authority approving the statement of accounts ...' This is also reinforced in the 2016 Practitioners' Guide (at 1.43) which highlights mandatory 'proper practices' referred to in statute. In future, the Parish Council must comply with statute and proper practices and ensure that the Annual Governance Statement is considered, approved and signed before the Accounting statements. This may be done at the same meeting as long as it is in the right order and the minute references make this clear.

**Additional work required**

None

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 27 July 2017

Our ref DBY022



**Beeley Parish Council**  
**Bank Rec. As at 31st March 2017**

	Santander Current £	Santander Reserve £	Petty Cash	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2015	30.47	7,244.90	0.00	7,275.37	
plus : receipts	10,990.82	18.71	480.39	11,489.92	
less : payments	-9,568.32		-390.00	-9,958.32	
unpresented items	0.00			0.00	
transferred from reserve a/c	0.00	0.00		0.00	
	<u>1,452.97</u>	<u>7,263.61</u>	<u>90.39</u>	<u>8,806.97</u>	0.00
Unpresented chqs	0.00	0.00		0.00	
Unpresented receipts	0.00	0.00		0.00	
Balance	<u><b>1,452.97</b></u>	<u><b>7,263.61</b></u>	<u><b>90.39</b></u>	<u><b>8,806.97</b></u>	
Bank : Current A/C - 05/04/17	1,452.97			1,452.97	
Deposit A/C - 05/04/17	0.00	7,263.61		7,263.61	
	<u>1,452.97</u>	<u>7,263.61</u>	<u>0.00</u>	<u>8,806.97</u>	
difference	0.00	0.00		0.00	
Signed by Responsible Finance Officer	_____		Date	_____	
Signed by Chairman	_____		Date	_____	

RESERVES				
	Current £	Reserve £	Total £	
Current Bank Balance as per cashbook and bank statements Start of Year	<u>1,452.97</u>	<u>7,263.61</u>	<u>8,716.58</u>	-90.39
Church Car Park		6,000.00		
	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	0.00
			-2,716.58	

Monthly Budget Monitoring

BEELEY PARISH COUNCIL		Year to Date at 31/03/17			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2016 - 2017		Actual £	12 Budget £	Difference	Actual £	Budget £	Difference
Date	31st March 2017	To Date	To Date	£	Projected	For Year	£
Month	12						
<b>PAYMENTS</b>	<b>Administration</b>						
	Clerk's salary	1,323.00	1,878.03	555.03	1,878.03	1,878.03	0.00
	Clerk's expenses	269.41	350.00	80.59	350.00	350.00	0.00
	Councillor's expenses (travel & sub - £10 / person)	0.00	0.00	0.00	0.00	0.00	0.00
	Training	0.00	0.00	0.00	0.00	0.00	0.00
	Audit fees	51.80	200.00	148.20	200.00	200.00	0.00
	Room hire	190.00	100.00	(90.00)	100.00	100.00	0.00
	Subscription DALC	63.90	65.00	1.10	65.00	65.00	0.00
	Website maintenance	234.88	200.00	(34.88)	200.00	200.00	0.00
	Insurance	471.75	200.00	(271.75)	200.00	200.00	0.00
	Stationery, Printing and Adverts	0.00	0.00	0.00	0.00	0.00	0.00
		2,604.74	2,993.03	388.29	2,993.03	2,993.03	0.00
	<b>Playing Field</b>						
	Maintenance	5,503.08	0.00	(5,503.08)	0.00	0.00	0.00
	Safety Inspection	127.00	80.00	(47.00)	80.00	80.00	0.00
	Grass cut	775.00	750.00	(25.00)	750.00	750.00	0.00
	Rent	72.00	72.00	0.00	72.00	72.00	0.00
		6,477.08	902.00	(5,575.08)	902.00	902.00	0.00
	<b>Car Park</b>						
	Grass Cutting	200.00	0.00	(200.00)	0.00	0.00	0.00
	Resurfacing	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
	Donations banked	390.00	50.00	(340.00)	0.00	50.00	50.00
		590.00	1,050.00	460.00	0.00	1,050.00	1,050.00
	<b>Misc</b>						
	Bench - maintenance	110.00	0.00	(110.00)	0.00	0.00	0.00
	Grit Bins and salt refills	0.00	0.00	0.00	0.00	0.00	0.00
	Bus Shelter	0.00	0.00	0.00	0.00	0.00	0.00
	Donations	62.50	0.00	(62.50)	62.50	0.00	(62.50)
	Election Costs	0.00	608.00	608.00	608.00	608.00	0.00
		172.50	608.00	435.50	670.50	608.00	(62.50)
	<b>Neighbourhood Watch</b>						
	Neighbourhood Watch	0.00	91.89	91.89	0.00	91.89	91.89
		0.00	91.89	91.89	0.00	91.89	91.89
	<b>S137 Grants</b>						
	S137 grants	0.00	400.00	400.00	400.00	400.00	0.00
		0.00	400.00	400.00	400.00	400.00	0.00
	<b>Total Payments</b>	<b>9,844.32</b>	<b>6,044.92</b>	<b>(3,799.40)</b>	<b>4,965.53</b>	<b>6,044.92</b>	<b>1,079.39</b>
	VAT	114.00	0.00	(114.00)	30.00	30.00	0.00
	<b>Total Payments after VAT</b>	<b>9,958.32</b>	<b>6,044.92</b>	<b>(3,913.40)</b>	<b>4,995.53</b>	<b>6,074.92</b>	<b>1,079.39</b>
		<b>Actual £</b>	<b>Budget £</b>	<b>Difference</b>	<b>Actual £</b>	<b>Budget £</b>	<b>Difference</b>
		<b>To Date</b>	<b>To Date</b>	<b>£</b>	<b>Projected</b>	<b>For Year</b>	<b>£</b>
	Bank Interest	218.71	1.00	217.71	1.00	1.00	0.00
	Grant	1,667.04	148.00	1,519.04	148.00	148.00	0.00
	Chatsworth Grant	500.00	500.00	0.00	500.00	500.00	0.00
	DDDC Reimbursements	285.00	285.00	0.00	285.00	285.00	0.00
	Car Park Donations	480.39	50.00	430.39	50.00	50.00	0.00
	Car Park Donations banked	390.00	50.00	340.00	50.00	50.00	0.00
	Misc	3,825.00	50.00	3,775.00	50.00	50.00	0.00
	Vat	26.78	30.00	(3.22)	30.00	30.00	0.00
	<b>Total Receipts before precept</b>	<b>7,392.92</b>	<b>1,114.00</b>	<b>6,278.92</b>	<b>1,114.00</b>	<b>1,114.00</b>	<b>0.00</b>
<b>RECEIPTS</b>	<b>Precept</b>	<b>4,097.00</b>	<b>4,393.00</b>	<b>(296.00)</b>	<b>4,097.00</b>	<b>4,393.00</b>	<b>-296.00</b>
		<b>11,489.92</b>	<b>5,507.00</b>	<b>5,982.92</b>	<b>5,211.00</b>	<b>5,507.00</b>	<b>(296.00)</b>
		<b>1,531.60</b>	<b>-537.92</b>	<b>2,069.52</b>	<b>215.47</b>	<b>-567.92</b>	<b>783.39</b>



Payments

BEELEY PARISH COUNCIL  
PAYMENTS 2016 - 2017

DATE	Cheque	Paid To/Details	Cleared Account	Meeting Approval	ADMINISTRATION										PLAYING FIELD				CAR PARK			MISCELLANEOUS					NW	DONATIONS	TOTAL	VAT	TOTAL	
					Clerk's Salary	Clerk's Expenses	Councillor's Expenses	Training	Audit Fees	Room Hire	Subs	Website	Insurance	Stationery, Printing and Adverts	Maintenance	Safety Inspection	Grass cutting	Rent	Grass Cutting	Resurfacing	Donations banked	Bench Maintenance	Grit Bins & Salt	Bus Shelter	Donations	Transfer from R to C	Election	Neighbourhood Watch	S137	By Category	By Item	
					1,878.03	350.00	0.00	0.00	200.00	100.00	65.00	200.00	200.00	0.00	0.00	80.00	750.00	72.00	200.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	608.00	91.89	400.00	6,194.92		
					Budget	950.00	300.00	0.00	0.00	81.00	100.00	65.00	200.00	187.44	0.00	30.00	74.00	750.00	72.00	150.00	500.00	185.00	0.00	0.00	0.00	0.00	93.35	0.00	300.00	4,037.79		
					Revised Budget	52.50	200.00																						252.50			
18/04/2016	22153	Clerk Pay and expenses	27/04/2016	18/04/2016																									72.00			
18/04/2016	22154	Chatsworth - Playing Field rent	26/04/2016	18/04/2016																									72.00			
18/04/2016	22155	Haddon Landscape - Grounds	25/04/2016	18/04/2016													175.00		25.00										200.00			
24/05/2016	22156	Clerk Pay and expenses	02/06/2015	24/05/2016	199.50																								199.50			
24/05/2016	22157	Haddon Landscape - Grounds	03/06/2016	24/05/2016													100.00		25.00										125.00			
24/05/2016	22158	Brian Wood - Internal Audit	08/06/2016	24/05/2016						51.80																			51.80			
24/05/2016	22159	Community Lincs - Insurance	21/06/2016	24/05/2016																									471.75			
24/05/2016	22160	Steve Cordingley - Website	13/06/2016	24/05/2016								134.88			370.83														134.88	11.98		
24/05/2016	22161	Online Playground - swings	05/07/2016	24/05/2016																									370.83	74.17		
20/06/2016	22162	Clerk Pay and expenses	30/06/2016	20/06/2016	126.00	16.19																							142.19			
20/06/2016	22163	Wall Report - T Wragg	06/07/2016	20/06/2016												50.00													50.00			
20/06/2016	22164	Rospa	05/07/2016	20/06/2016												77.00													77.00	15.40		
27/06/2016	22165	Haddon Landscape - Grounds	05/07/2016	18/07/2016													150.00		25.00										175.00			
18/07/2016	22166	Clerk Pay and expenses	27/07/2016	18/07/2016	84.00																								84.00			
05/09/2016	22167	Haddon Landscape - Grounds	13/09/2016	18/07/2016													200.00		50.00										250.00			
19/09/2016	22168	Clerk Pay and expenses	28/09/2016	19/09/2016	136.50																								136.50			
19/09/2016	22169	Noticeboard repair - D Pathe	26/09/2016	19/09/2016																									110.00			
19/09/2016	22170	Haddon Landscape - Grounds	20/10/2016	19/09/2016																									225.00			
19/09/2016	22171	Playing Field Wall - S Hibbert	27/09/2016	19/09/2016											5070.00														5,070.00			
31/10/2016	22172	Clerk Pay and expenses	09/11/2016	31/10/2016	168.00	46.62																							214.62			
31/10/2016	22173	Village Hall Hire	05/12/2016	31/10/2016							190.00																		190.00			
29/11/2016	22174	Clerk Pay and expenses	07/12/2016	29/11/2016	110.25	6.60																							116.85			
29/11/2016	22175	Steve Cordingley - Website	27/01/2017	29/11/2016								100.00																	100.00			
16/01/2017	22176	Clerk Pay and expenses	25/01/2017	16/01/2017	173.25																								173.25			
01/03/2017	cash	Car Parking banked	25/02/2017	20/03/2017																									390.00			
20/03/2017	22177	Clerk Pay and expenses	29/03/2017	20/03/2017	273.00																								273.00			
20/03/2017	22178	Donation to Village Hall	03/05/2017	20/03/2017																									62.50			
20/03/2017	22179	Dalc subs	18/04/2017	20/03/2017							63.90																		63.90			
27/03/2017	22180	Swing matting	05/04/2017	20/03/2017											62.25														62.25	12.45		
																												0.00		0.00		
					1,323.00	269.41	0.00	0.00	51.80	190.00	63.90	234.88	471.75	0.00	5,503.08	127.00	775.00	72.00	200.00	0.00	390.00	110.00	0.00	0.00	62.50	0.00	0.00	0.00	9,844.32	114.00	9,958.32	
					2,604.74										6,477.08				590.00				172.50					0.00	0.00	9,844.32	114.00	9,958.32

## Receipts

## BEELEY PARISH COUNCIL

## RECEIPTS 2016 - 2017

				Totals	4,097.00	1,667.04	500.00	200.00	18.71	0.00	285.00	480.39	390.00	3,825.00	26.78	11,489.92
				Budget	4,097.00	0.00	500.00	0.50	0.00	0.00	285.00	50.00	50.00	105.00	30.00	5,117.50
				Revised Budget	4,097.00	0.00	500.00	0.50	0.00	0.00	285.00	80.00	185.00	0.00		
Date	Received from	Payment	Meeting	Cleared account	Precept	Grant	Chatsworth Grant	Current Account Interest	Reserve Account Interest	Transfer from R to C	DDC Reimburse	Car Park Donation	Car Park Donation Banked	Misc	VAT	TOTAL
01/04/2016	Peak Park	BACS	18/04/2016	01/04/2016		1,667.04										1,667.04
08/04/2016	Car Park Box	Cash	18/04/2016	cash								10.87				10.87
26/04/2016	DDDC	BACS	24/05/2016	29/04/2016	4,097.00											4,097.00
16/05/2016	Car Park Box	Cash	24/05/2016	cash								30.52				30.52
29/04/2016	Santander	Santander	24/05/2016	29/04/2016				2.76								2.76
13/05/2016	HMRC	BACS	24/05/2016	13/05/2016											26.78	26.78
13/06/2016	Car Park Box	Cash	20/06/2016	cash								14.40				14.40
30/05/2016	Santander	Santander	20/06/2016	30/05/2016				2.67								2.67
13/06/2016	Bert Frith (Wall)	Cheque	20/06/2016	15/06/2016										3,700.00		3,700.00
29/06/2016	Santander	Santander	18/07/2016	29/06/2016				2.76								2.76
11/07/2016	Car Park Box	Cash	18/07/2016	cash								31.59				31.59
01/08/2016	Car Park Box	Cash	19/09/2016	cash								11.00				11.00
29/07/2016	Santander	Santander	19/09/2016	29/07/2016				1.88								1.88
01/08/2016	Santander	Santander	19/09/2016	01/08/2016				200.00								200.00
07/09/2016	Car Park Box	Cash	19/09/2016	cash								13.50				13.50
29/08/2016	Santander	Santander	19/09/2016	29/08/2016				1.84								1.84
21/10/2016	Car Park Box	Cash	31/10/2016	cash								18.75				18.75
29/09/2016	Santander	Santander	31/10/2016	29/09/2016				1.84								1.84
29/10/2016	Santander	Santander	29/11/2016	29/10/2016				1.78								1.78
21/11/2016	Car Park Box	Cash	29/11/2016	cash								21.21				21.21
29/11/2016	Santander	Santander	16/01/2017	29/11/2016				0.78								0.78
07/12/2016	Car Park Box	Cash	16/01/2017	cash								18.40				18.40
12/12/2016	DDDC	BACS	16/01/2017	12/12/2016							285.00					285.00
08/01/2017	Car Park Box	Cash	16/01/2017	cash								187.63				187.63
29/12/2016	Santander	Santander	16/01/2017	29/12/2016				0.60								0.60
10/02/2017	Car Park Box	Cash	20/03/2017	cash								95.47				95.47
11/02/2017	Chatsworth catering	Cheque	16/01/2017	11/02/2017										125.00		125.00
31/01/2017	Chatsworth	BACS	20/03/2017	31/01/2017			500.00									500.00
30/01/2017	Santander	Santander	20/03/2017	30/01/2017				0.62								0.62
25/02/2017	Car Park Box	Cash	20/03/2017	11/02/2017									390.00			390.00
01/03/2017	Santander	Santander	20/03/2017	01/03/2017				0.62								0.62
09/03/2017	Car Park Box	Cash	20/03/2017	cash								27.05				27.05
29/03/2017	Santander	Santander	15/05/2017	29/03/2017				0.56								0.56
					4,097.00	1,667.04	500.00	200.00	18.71	0.00	285.00	480.39	390.00	3,825.00	26.78	11,489.92



# Code of Conduct

## May 2016

As a member or co-opted member of Baslow and Bubnell Parish Council, I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity i.e.

- At formal meetings of the Council, its Committees and Sub-Committees
- When acting as a representative of the authority
- In discharging functions as a Ward Member
- At briefing meetings with officers and at site visits
- When corresponding with the authority, other than in a private capacity

I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**BULLYING AND HARASSMENT:** Holders of public office must treat others with respect and must not pursue a course of conduct which amounts to bullying or harassment of another.

**LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

The Act provides for registration and disclosure of interests and in Baslow and Bubnell Parish Council, this will be done as follows:

## **1. DISCLOSABLE PECUNIARY INTERESTS**

I will -

- Comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a Disclosable Pecuniary Interest as defined in Appendix A.
- Keep my register of interests up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of my interests.
- Make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interests is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

## **2. SENSITIVE INFORMATION**

Where I consider that the information relating to any of my interests in 1 above is sensitive information, and the District Council's Monitoring Officer/Parish Council Clerk agrees, I need not include that information when registering that interest, or, as the case may be, a change to that interest under section 1. In this Code "sensitive information" means information whose availability for inspection by the public creates or is likely to create, a serious risk that I or a person who lives with me may be subjected to violence or intimidation.

## **3. OTHER INTERESTS**

In addition to the statutory requirements, I will make verbal declaration of the existence and nature of any other non disclosable pecuniary interest or non pecuniary interest at any meeting at which I am present at which an item of business is under consideration, at or before the consideration of the item, or as soon as the interest becomes apparent where –

- The matter may be particularly regarded as affecting the well-being or financial standing of me, a friend or a member of my family
- It relates to, or is likely to affect, any of the interests listed in Appendix A to this Code, but in respect of my family or friends.

As a Member of Baslow and Bubnell Parish Council, my conduct will in particular address the statutory principles of the Code of Conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.



- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Parish Council or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
- Respecting the confidentiality of information which I receive as a member in accordance with the District Council's Member/Employee Protocol.
- Behaving in accordance with all our legal obligations, with particular regard to the:
  - Data Protection Act 1998
  - Freedom of Information Act 2000
  - Bribery Act 2010
  - Equality Act 2010
- Having regard to the principles of the authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

## APPENDIX A

### DISCLOSABLE PECUNIARY INTERESTS

In accordance with Section 30(3) of the Act a pecuniary interest is a “disclosable pecuniary interest” in relation to a Member, if it is of a description specified below and either

- is an interest of the Member, or
- is an interest of
- the members spouse or civil partner
- a person with whom the member is living as husband and wife, or
- a person with whom the Member is living as if they were civil partners, and the Member is aware that the other person has the interest.

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the member in carrying out duties as a member, or towards the election expenses of the member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
Corporate tenancies	Any tenancy where (to the Member's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest