

BEELEY PARISH COUNCIL

ANNUAL TRANSPARENCY DOCUMENT

Contents:

- Audit return for year ending 31st March 2019 including governance statement
- 2018-2019 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

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

EN Beeley Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15.05.2019 MM/YY

DD/MM/YY

Name of person who carried out the internal audit

Brian Wood
ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Brian Wood
SIGNATURE REQUIRED

Date

15.05.2019

*If the response is 'no' you must include a note to 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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Beeley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		Yes means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

~~2005/2019~~ 15/07/19

and recorded as minute reference:

ISO1118PCAGNO7
~~2005/2019~~

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

R H Webster

Clerk

Dr. P. W. ...

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.beeleyparishcouncil.org.uk

Section 2 – Accounting Statements 2018/19 for

Beeley Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	8807	21833	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	4158	4158	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12584	6085	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	1226	1484	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 authority's borrowings (if any).
6. (-) All other payments	2490	26786	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	21833	3806	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	21833	3806	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	27462	27462	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

[Signature]
15/05/19.

I confirm that these Accounting Statements were approved by this authority on this date:

18/03/19 ~~2005/2019~~ and 15/07/19

as recorded in minute reference:

~~2005/19 PC AGM 06~~ 180319 BPC09 and 150719 AGM BPC07

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Beeley Parish Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation 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 authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

SIGNATURE OF EXTERNAL AUDITOR

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

LOCAL COUNCIL NAME**Beeley Parish Council****COUNTY****Derbyshire****BANK RECONCILIATION YEAR ENDED 31 MARCH 2019**

		£
A	Balance on the bank statement at 31 March 2019 (taken from bank statement)	3,740
	Outstanding items	
B	Less unpresented cheques (to agree with attached list)	0
C	Plus uncleared payments into bank (to agree with attached list)	0
D	Petty cash Plus any petty cash balance held at 31 March 2019	66
E	Balance in the cash book (council's own records) at 31 March 2019 (Calculated as $A-B+C+D=E$ and agrees with Box 8 on the Annual Return)	3,806

Explanations of significant variances

We require explanations for significant variances (increases or decreases) of more than 15% between 2018 and 2019 in boxes 2, 3, 4, 5, 6 and 9. Variances of less than 15% or less than £250 need not be explained.

Your explanations must be quantified, i.e. state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each box are explained and quantified to within 15%.

Guidance is available at paragraph 6 on the back of the 2019 Annual Return and in the *Practitioners' Guide* – available on line at the NALC website.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out below.

Identifying which variances require explanation

Positive and negative variances must be explained

Box on section 1	2018 £	2019 £	Variance Increase (+) or decrease (-) (2019 less 2018) £	% (Variance divided by 2018 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Annual Precept	4,158	4,158	0	0	No
Box 3 Total other receipts	12,584	6,085	6,499	-52%	Yes
Box 4 Staff costs	1,226	1,484	258	21%	Yes
Box 5 Loan interest/ capital repayments	0	0	0	0	No
Box 6 All other payments	2,490	26,786	24,296	976%	Yes
Box 9 Total fixed assets	27,462	27,462	0	0	No

Explanations of significant variances - continued

One sheet to be prepared for each variance that requires explanation.

BOX NO 3	£
Figure in 2018 column	12,584
Figure in 2019 column	6,085
Variance (2018 figure less 2019 figure)	-6,499

Reasons (as many as are applicable)	Amount £
Reason 1 – No grant funding	6,499
Unexplained	
Confirm unexplained amount is less than 15% of 2018 figure	

BOX NO 4	£
Figure in 2018 column	1,226
Figure in 2019 column	1,484
Variance (2018 figure less 2019 figure)	258

Reasons (as many as are applicable)	Amount £
Reason 1 – Clerk pay rise and extra hours overseeing car park project	258
Unexplained	
Confirm unexplained amount is less than 15% of 2018 figure	

BOX NO 6	£
Figure in 2018 column	2,490
Figure in 2019 column	26,786
Variance (2018 figure less 2019 figure)	24,296

Reasons (as many as are applicable)	Amount £
Reason 1 – Resurfacing work	22,318
Reason 2 – New bench and noticeboard repairs	1,978
Unexplained	
Confirm unexplained amount is less than 15% of 2018 figure	

Beeley Parish Council
Bank Rec. As at 11th April 2019

	Santander Current £	Santander Reserve £	Petty Cash	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2018	14,524.73	7,275.55	33.00	21,833.28	
plus : receipts	17,121.25	19.51	302.80	17,443.56	
less : payments	-28,000.23	0.00	-270.00	-28,270.23	
unpresented items	0.00	0.00		0.00	
transferred from reserve a/c	7,200.00	7,200.00		0.00	
	<u>10,845.75</u>	<u>95.06</u>	<u>65.80</u>	<u>11,006.61</u>	0.00
Unpresented chqs	0.00	0.00		0.00	
Unpresented receipts	0.00	0.00		0.00	
Balance	<u>10,845.75</u>	<u>95.06</u>	<u>65.80</u>	<u>11,006.61</u>	
Bank : Current A/C - 01/04/19	3,645.75			3,645.75	
Deposit A/C - 01/04/19		95.06		95.06	
	<u>3,645.75</u>	<u>95.06</u>	<u>65.80</u>	<u>3,806.61</u>	

Signed by Responsible Finance Officer _____ Date _____

Signed by Chairman _____ Date _____

7200

RESERVES			
	Current £	Reserve £	Total £
Current Bank Balance as per cashbook and bank statements Start of Year	3,645.75	95.06	3,740.81
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
			3,740.81

Monthly Budget Monitoring

BEELEY PARISH COUNCIL		Year to Date at 11/04/19			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2018 - 2019		Actual £	12	Difference	Actual £	Budget £	Difference
Date	11th April 2019	To Date	To Date	£	Projected	For Year	£
Month	12						
PAYMENTS	Administration						
	Clerk's salary	1,484.35	1,326.48	(157.87)	1,326.48	1,326.48	0.00
	Clerk's expenses	200.00	300.00	100.00	300.00	300.00	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	51.20	150.00	98.80	150.00	150.00	0.00
	Room hire	60.00	100.00	40.00	100.00	100.00	0.00
	Subscription DALC	106.35	65.00	(41.35)	65.00	65.00	0.00
	Website maintenance	155.06	200.00	44.94	200.00	200.00	0.00
	Insurance	493.53	500.00	6.47	500.00	500.00	0.00
	Stationery, Printing and Adverts	6.96	50.00	43.04	50.00	50.00	0.00
		2,557.45	2,691.48	134.03	2,691.48	2,691.48	0.00
	Playing Field						
	Maintenance	0.00	200.00	200.00	200.00	200.00	0.00
	Safety Inspection	40.00	80.00	40.00	80.00	80.00	0.00
	Grass cut	850.00	750.00	(100.00)	750.00	750.00	0.00
	Rent	60.00	60.00	0.00	60.00	60.00	0.00
		950.00	1,090.00	140.00	1,090.00	1,090.00	0.00
	Car Park						
	Grass Cutting	95.00	230.00	135.00	230.00	230.00	0.00
	Resurfacing	18,605.52	16,000.00	(2,605.52)	16,000.00	16,000.00	0.00
	Donations banked	270.00	100.00	(170.00)	100.00	100.00	0.00
		18,970.52	16,330.00	(2,640.52)	16,330.00	16,330.00	0.00
	Misc						
	Bench - maintenance	1,323.99	0.00	(1,323.99)	0.00	0.00	0.00
	Grit Bins and salt refills	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	125.00	180.00	55.00	180.00	180.00	0.00
	Bus Shelter	0.00	0.00	0.00	0.00	0.00	0.00
	Donations	42.00	0.00	(42.00)	0.00	0.00	0.00
	Election Costs	0.00	0.00	0.00	0.00	0.00	0.00
		1,490.99	180.00	(1,310.99)	180.00	180.00	0.00
	Neighbourhood Watch						
	Neighbourhood Watch	0.00	91.89	91.89	91.89	91.89	0.00
		0.00	91.89	91.89	91.89	91.89	0.00
	S137 Grants						
	S137 grants	400.00	400.00	0.00	400.00	400.00	0.00
		400.00	400.00	0.00	400.00	400.00	0.00
	Total Payments	24,368.96	20,783.37	(3,585.59)	20,783.37	20,783.37	0.00
	VAT	3,901.27	0.00	(3,901.27)	50.00	50.00	0.00
	Total Payments after VAT	28,270.23	20,783.37	(7,486.86)	20,833.37	20,833.37	0.00
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
	Bank Interest and transfers	7,219.51	10.00	7,209.51	10.00	10.00	0.00
	Grant	600.00	0.00	600.00	0.00	0.00	0.00
	Chatsworth Grant	750.00	500.00	250.00	500.00	500.00	0.00
	DDDC Reimbursements	285.00	285.00	0.00	285.00	285.00	0.00
	Car Park Donations	302.80	100.00	202.80	100.00	100.00	0.00
	Car Park Donations banked	270.00	100.00	170.00	100.00	100.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Vat	3,858.25	50.00	3,808.25	50.00	50.00	0.00
	Total Receipts before precept	13,285.56	1,045.00	12,240.56	1,045.00	1,045.00	0.00
RECEIPTS	Precept	4,158.00	4,158.00	0.00	4,158.00	4,158.00	0.00
		17,443.56	5,203.00	12,240.56	5,203.00	5,203.00	0.00
		-10,826.67	-15,580.37	4,753.70	-15,630.37	-15,630.37	0.00

BEELEY PARISH COUNCIL
PAYMENTS 2018 - 2019

DATE	Cheque	Paid To/Details	Cleared Account	Meeting Approval	ADMINISTRATION										PLAYING FIELD				CAR PARK			MISCELLANEOUS						NW	DONATIONS	TOTAL	VAT	TOTAL							
					Audit Fees	Clerk's Salary	Clerk's Expenses	Councillor's Expenses	Training	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	Footpaths	Bus Shelter	Donations	Transfer from R to C	Election	Memoranda Watch	\$137	By Category	By Item							
						1,326.48	300.00	0.00	0.00	150.00	100.00	65.00	200.00	500.00	50.00	200.00	80.00	750.00	60.00	230.00	16,000.00	100.00	0.00	0.00	180.00	0.00	0.00	0.00	0.00	91.89	400.00	20,783.37	50.00						
				Budget Revised Budget	23/05/2018	14/05/2018	221.08	200.00																								421.08		421.08					
14/05/2018	22198	Clerk Pay and expenses												125.00																		125.00		125.00					
14/05/2018		Haddon Landscape - Ground maintenance			22/05/2018	14/05/2018																										60.00	12.00	72.00					
15/05/2018	22200	Chatsworth - Rent			30/05/2018	14/05/2018																										493.53		493.53					
16/05/2018	22201	Insurance			14/06/2018	14/05/2018																										155.06		155.06					
17/05/2018	22202	Website maintenance			24/05/2018	14/05/2018							155.06																			51.20		51.20					
14/05/2018	22203	Audit			01/06/2018	14/05/2018																										40.00		40.00					
16/07/2018	22204	Clerk Pay and expenses			20/07/2018	16/07/2018	232.86																										232.86		232.86				
16/07/2018	22205	Haddon Landscape - Ground maint			23/07/2018	16/07/2018																											370.00		370.00				
16/07/2018	22206	Information Commissioner			25/07/2018	16/07/2018					40.00																						40.00		40.00				
16/07/2018	22207	Cavendish Village Hall			08/08/2018	16/07/2018					60.00																						60.00		60.00				
16/07/2018	22208	H5 Direct			25/07/2018	16/07/2018																											48.00	8.00	48.00				
16/07/2018	22209	TDP - bench			09/08/2018	16/07/2018																											410.80	82.16	492.96				
16/07/2018	22210	Haddon Landscape - Ground maint			23/07/2018	16/07/2018																											45.00		45.00				
17/09/2018	22211	Clerk Pay and expenses			25/09/2018	17/09/2018	232.86																										232.86		232.86				
17/09/2018	22212	Village Hall			15/10/2018	17/09/2018																											400.00		400.00				
17/09/2018	22213	Royal British Legion			09/10/2018	17/09/2018																											42.00		42.00				
19/11/2018	22214	Clerk Pay and expenses			21/11/2018	19/11/2018	232.86																										232.86		232.86				
19/11/2018	22215	Haddon Landscape - Ground maint			27/11/2018	19/11/2018																											370.00		370.00				
		Haddon Landscape - Ground maintenance			27/11/2018	19/11/2018																											160.00		160.00				
19/11/2018	22216	Clerk Pay and expenses			23/01/2019	21/01/2019	232.86																										232.86		232.86				
21/01/2019	22218	S Brown paving			04/02/2019	21/01/2019																											18,560.52	3712.11	22,272.63				
21/01/2019	22219	J Spencer - walling			29/01/2019	21/01/2019																											45.00		45.00				
23/01/2019	Transfer	Savings to current			23/01/2009	21/01/2019																											0.00		0.00				
02/02/2019	Cash	Car park box banked			02/02/2019	18/03/2019																											270.00		270.00				
19/03/2019	22220	Clerk pay and expenses			20/03/2019	19/03/2019	331.83								6.96																		338.79		338.79				
19/03/2019	22221	TDP - bench			01/04/2019	19/03/2019																											371.00	74.20	445.20				
19/03/2019	22222	Noticeboard repairs			20/03/2019	19/03/2019																											167.19	12.80	179.99				
19/03/2019	22223	Noticeboard repairs			12/04/2019	19/03/2019																											375.00		375.00				
19/03/2019	22224	Dalc Subs			09/04/2019	19/03/2019						66.35																					66.35		66.35				
							1,484.35	200.00	0.00	0.00	51.20	60.00	106.35	155.06	493.53	6.96	0.00	40.00	850.00	60.00	95.00	18,605.52	270.00	1,323.99	0.00	125.00	0.00	42.00	0.00	0.00	0.00	400.00	24,368.96	3,901.27	28,270.23				
							2,557.45												950.00				18,970.52				1,490.99											3,901.27	28,270.23

Receipts

BEELEY PARISH COUNCIL

RECEIPTS 2018 - 2019

RECEIPTS 2018 - 2019				Totals		4,158.00	600.00	750.00	0.00	19.51	7,200.00	285.00	302.80	270.00	0.00	3,858.25	17,443.56
				Budget		4,158.00	0.00	500.00	0.00	10.00	0.00	285.00	100.00	100.00	0.00	50.00	5,203.00
				Revised Budget		4,158.00	0.00	500.00	0.00	10.00	0.00	285.00	100.00	100.00	0.00	50.00	5,203.00
Date	Received from	Payment	Meeting	Cleared account	Precept	Grant	Chatsworth Grant	Current Account Transfer	Reserve Account Interest	Transfer R to C	DDC Reimburse	Car Park Donation	Car Park Donation Banked	Misc	VAT	TOTAL	
11/04/2018	Car Park Box	Cash	14/05/2018	Cash								29.60				29.60	
30/04/2018	Santander	BACS	14/05/2018	30/04/2018					1.85							1.85	
30/04/2018	DDDC	BACS	14/05/2018	30/04/2018	4,158.00											4,158.00	
02/05/2018	Car Park box	Cash	14/05/2018	Cash								25.65				25.65	
08/05/2018	HMRC - VAT	BACS	16/07/2018												43.98	43.98	
27/05/2018	Car Park Box	Cash	16/07/2018	Cash								31.45				31.45	
29/05/2018	Santander	BACS	16/07/2018	29/05/2018					1.79							1.79	
25/06/2018	Car Park Box	Cash	16/07/2018	Cash								38.80				38.80	
29/06/2018	Santander	BACS	16/07/2018	29/06/2018					1.85							1.85	
30/07/2018	Santander	BACS	17/09/2018	30/07/2018					1.80							1.80	
29/08/2018	Santander	BACS	17/09/2018	29/08/2018					1.86							1.86	
09/09/2018	Car Park box	Cash	17/09/2018	Cash								39.80				39.80	
29/09/2018	Santander	BACS	19/11/2018	29/09/2018					2.11							2.11	
24/10/2018	Car Park box	Cash	19/11/2018	Cash								25.50				25.50	
29/10/2018	Santander	BACS	19/11/2018	29/10/2018					2.10							2.10	
13/11/2018	Car Park box	Cash	19/11/2018	Cash								16.00				16.00	
29/11/2018	Santander	BACS	21/01/2019	29/11/2018					2.17							2.17	
29/12/2018	Santander	BACS	21/01/2019	29/12/2018					2.10							2.10	
04/01/2018	Car Park box	Cash	21/01/2019	Cash								30.50				30.50	
17/01/2019	DDDC Grant	BACS	21/01/2019	21/01/2019		150.00										150.00	
23/01/2019	Transfer	Transfer	21/01/2019	23/01/2019						7,200.00						7,200.00	
21/01/2019	DCC	Cheque	21/01/2019	02/02/2019		450.00										450.00	
29/01/2019	Santander	BACS	18/03/2019	29/01/2019					1.82							1.82	
02/02/2019	Car Park Box	Cash	18/03/2019	02/02/2019									270.00			270.00	
04/02/2019	Chatsworth	BACS	18/03/2019	31/01/2019			750.00									750.00	
20/02/2019	Car Park Box	Cash	18/03/2019	Cash								34.00				34.00	
06/02/2019	VAT	BACS	18/03/2019	06/02/2019											3,814.27	3,814.27	
14/02/2019	DDDC Grant	BACS	18/03/2019	14/02/2019							285.00					285.00	
01/03/2019	Santander	BACS	18/03/2019	01/03/2019					0.03							0.03	
12/03/2019	Car Park Box	cash	20/05/2019	Cash								31.50				31.50	
29/03/2019	Santander	BACS	20/05/2019	29/03/2019					0.03							0.03	
																0.00	
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Code of Conduct

May 2016

As a member or co-opted member of Beeley 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 Beeley 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 Beeley 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