

BEELEY PARISH COUNCIL

ANNUAL TRANSPARENCY DOCUMENT

Contents:

- Audit return for year ending 31st March 2021 including governance statement
- 2020-2021 accounts showing all expenditure and income
- Code of conduct

If you require any further information, please contact the Parish Council Clerk on 07866695132 or

beeleyparishcouncil@gmail.com

Annual Governance and Accountability Return 2020/21 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2021**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2020/21**, page 4
- **Section 1 – Annual Governance Statement 2020/21**, page 5
- **Section 2 – Accounting Statements 2020/21**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Part 3 of the AGAR 2020/21 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 2 of the Annual Governance and Accountability Return (AGAR) 2020/21, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2021. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2021**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, 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 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
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 available for publication?	✓	
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 published?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	✓	

**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

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

Beeley Parish Council

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: £6,399 **PER AMOUNT £00,000**

Total annual gross expenditure for the authority 2020/21: £4,074 **PER AMOUNT £00,000**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

beeleyparishcouncil@gmail.com **D GENERIC EMAIL ADDRESS**

Telephone number

01629312168 **E NUMBER**

*Published web address

www.beeleyparishcouncil.org.uk **LOCALLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY Beeley Parish Council

www.beeleyparishcouncil.org.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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.			✓
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 bank account reconciliations were properly carried out during the year.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Beeley Parish Council
ENTER NAME OF AUTHORITY

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 2021, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓

*For any statement to which the response is 'no', an explanation must be published

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

www.beeleyparishcouncil.org.uk
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	3,806	4,571	<i>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.</i>
2. (+) Precept or Rates and Levies	4,241	4,241	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,881	2,683	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	1,430	1,509	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	3,927	3,130	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	4,571	6,856	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	4,571	6,856	<i>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.</i>
9. Total fixed assets plus long term investments and assets	27,462	27,462	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Beeley Parish Council
Bank Rec. As at 7th March 2021

	Santander Current £	Santander Reserve £	Car Park Cash	Summary £		
Cash Book : Bal b/fwd current A/C 1st April 2020	1,046.48	3,912.59	169.38	5,128.45		
plus : receipts	5,841.00	4.04	566.06	6,411.10	545.60 from 2019/2020 of uncleared chequ	6398.6 2682.6
less : payments	-4,073.50	0.00	-565.00	-4,638.50		
unpresented items	0.00	0.00		0.00		
transferred from reserve a/c	0.00	0.00		0.00		
	<u>2,813.98</u>	<u>3,916.63</u>	<u>170.44</u>	<u>6,901.05</u>	0.00	
Unpresented chqs	0.00	0.00		0.00		
Unpresented receipts	0.00	0.00		0.00		
Balance	<u>2,813.98</u>	<u>3,916.63</u>	<u>170.44</u>	<u>6,901.05</u>		
Bank : Current A/C - 04/04/21	2,813.98			2,813.98		
Deposit A/C - 04/04/21		3,916.63		3,916.63		
	<u>2,813.98</u>	<u>3,916.63</u>	<u>170.44</u>	<u>6,901.05</u>		
difference	0.00	0.00		0.00		

Signed by Responsible Finance Officer

Date

7200

Signed by Chairman

Date

RESERVES			
	Current £	Reserve £	Total £
Current Bank Balance as per cashbook and bank statements Start of Year	2,813.98	3,916.63	6,730.61
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
			6,730.61

Monthly Budget Monitoring							
BEELEY PARISH COUNCIL		Year to Date at 01/04/21			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2020-2021		12					
Date	1st April 2021	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	12	To Date	To Date	£	Projected	For Year	£
PAYMENTS							
Administration							
	Clerk's salary	1,509.00	1,429.20	(79.80)	1,429.20	1,429.20	0.00
	Clerk's expenses	300.00	300.00	0.00	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	37.50	300.00	262.50	300.00	300.00	0.00
	Room hire	94.39	100.00	5.61	100.00	100.00	0.00
	Subscription DALC	68.34	65.00	(3.34)	65.00	65.00	0.00
	Website maintenance	320.00	200.00	(120.00)	200.00	200.00	0.00
	Insurance	503.47	500.00	(3.47)	500.00	500.00	0.00
	Stationery, Printing and Adverts	35.00	100.00	65.00	100.00	100.00	0.00
		2,867.70	2,994.20	126.50	2,994.20	2,994.20	0.00
Playing Field							
	Maintenance	50.00	200.00	150.00	200.00	200.00	0.00
	Safety Inspection	68.50	40.00	(28.50)	40.00	40.00	0.00
	Grass cut	850.00	850.00	0.00	850.00	850.00	0.00
	Rent	68.00	70.00	2.00	70.00	70.00	0.00
		1,036.50	1,160.00	123.50	1,160.00	1,160.00	0.00
Car Park							
	Grass Cutting	0.00	230.00	230.00	230.00	230.00	0.00
	Maintenance	0.00	500.00	500.00	500.00	500.00	0.00
	Donations banked	565.00	300.00	(265.00)	300.00	300.00	0.00
		565.00	1,030.00	465.00	1,030.00	1,030.00	0.00
Misc							
	Bench - maintenance	0.00	0.00	0.00	0.00	0.00	0.00
	Grit Bins and salt refills	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	100.00	180.00	80.00	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
		142.00	180.00	38.00	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	0.00	400.00	400.00	400.00	400.00	0.00
		0.00	400.00	400.00	400.00	400.00	0.00
Total Payments		4,611.20	5,856.09	1,244.89	5,856.09	5,856.09	0.00
VAT		27.30	0.00	(27.30)	50.00	50.00	0.00
Total Payments after VAT		4,638.50	5,856.09	1,217.59	5,906.09	5,906.09	0.00
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
	Bank Interest and transfers	4.04	10.00	(5.96)	10.00	10.00	0.00
	Grant	0.00	0.00	0.00	0.00	0.00	0.00
	Chatsworth Grant	750.00	750.00	0.00	750.00	750.00	0.00
	DDDC Reimbursements	285.00	285.00	0.00	285.00	285.00	0.00
	Car Park Donations	566.06	200.00	366.06	200.00	200.00	0.00
	Car Park Donations banked	565.00	200.00	365.00	200.00	200.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Vat	0.00	50.00	(50.00)	50.00	50.00	0.00
Total Receipts before precept		2,170.10	1,495.00	675.10	1,495.00	1,495.00	0.00
RECEIPTS							
	Precept	4,241.00	4,241.00	0.00	4,241.00	4,241.00	0.00
		6,411.10	5,736.00	675.10	5,736.00	5,736.00	0.00
		1,772.60	-120.09	1,892.69	-170.09	-170.09	0.00

BEELEY PARISH COUNCIL																																					
PAYMENTS 2020 - 2021																																					
DATE	Cheque	Paid To/Details	Cleared Account	Meeting Approval	ADMINISTRATION										PLAYING FIELD				CAR PARK			MISCELLANEOUS										VAT	TOTAL				
					Clerk's Salary	Clerk's Expenses	Council's Expenses	Training	Audit Fees	Room Hire	Subs	Website	Insurance	Stationery, Printing and Adverts	Maintenance	Safety Inspection	Grass cutting & Strimming	Rent	Grass Cutting & Spraying	Maintenance	Donations banked	Bench and Noticeboard Maintenance	Gift Bins & Sals	Footpaths	Bus Shelter	Donations	Transfer from Rto C	Election	Highway Maintenance	NW	DONATIONS	TOTAL	VAT	TOTAL			
					Budget	Revised Budget																															
01/04/2020	2248	Chatsworth -Playing Field Rent		04/08/2020	27/07/2020	1,420.20	300.00	0.00	0.00	300.00	100.00	65.00	200.00	500.00	100.00	200.00	40.00	850.00	70.00	230.00	500.00	300.00	0.00	0.00	190.00	0.00	0.00	0.00	0.00	91.89	400.00	5,856.09	50.00	5,906.09			
28/04/2020	2249	Haddon Landscape - Ground maintenance		11/05/2020	27/07/2020	1,420.20	300.00	0.00	0.00	300.00	100.00	65.00	200.00	500.00	100.00	200.00	40.00	850.00	70.00	230.00	500.00	300.00	0.00	0.00	190.00	0.00	0.00	0.00	0.00	91.89	400.00	5,856.09	50.00	5,906.09			
12/05/2020	2250	Zurich - Insurance		22/05/2020	27/07/2020									503.47																							
18/05/2020	2251	Clerk pay and expenses	VOID	27/07/2020		0.00	0.00																														
10/06/2020	2252	Brian Wood - Audit		23/06/2020	27/07/2020					37.50																											
10/06/2020	2253	Dalc subs		30/06/2020	27/07/2020							68.34																									
10/06/2020	2254	Rospa		29/06/2020	27/07/2020												68.50																				
18/07/2020	ED	Information Commissioners Office		17/07/2020	27/07/2020									35.00																							
27/07/2020	2255	Replacement for 22251 - Clerk		29/07/2020	27/07/2020	238.20	250.00																														
27/07/2020	2256	Clerk pay and expenses		29/07/2020	27/07/2020	238.20																															
27/07/2020	2257	Website - S Cordingley		29/07/2020	27/07/2020							140.00																									
27/07/2020	2258	Haddon Landscape - Ground maint		31/07/2020	27/07/2020												250.00																				
21/09/2020	2259	Clerk pay and expenses		25/09/2020	16/11/2020	238.20																															
21/09/2020	2260	Clerk pay award		25/09/2020	16/11/2020	45.60																															
21/09/2020	2261	Hall hire - Jan 19 to March 20		15/10/2020	16/11/2020					80.00																											
21/09/2020	2262	S Cordingley - Website		06/10/2020	16/11/2020							180.00																									
29/09/2020	2263	Haddon Landscape - Ground maint		13/10/2020	16/11/2020												425.00																				
19/10/2020	Cash	Car Park money banked		11/10/2020	16/11/2020																215.00				40.00												
14/11/2020	Cash	Car Park money banked		14/11/2020	16/11/2020																100.00																
16/11/2020	2264	Clerk pay and expenses		23/11/2020	16/11/2020	249.60	50.00																														
16/11/2020	2265	British Legion - Poppies		02/02/2021	16/11/2020																																
23/11/2020	2266	Haddon Landscape - Ground maintenance		26/11/2020	18/01/2021																																
13/12/2020	Cash	Car Park money banked		13/12/2020	18/01/2021																100.00																
18/01/2021	2267	Clerk pay and expenses		27/01/2021	18/01/2021	249.60					14.39																										
03/02/2021	2268	CP Pest Control - Moles		15/02/2021	15/03/2021											50.00																					
14/03/2021	Cash	Car Park money banked		15/03/2021	15/03/2021																																
15/03/2021	2269	Clerk pay and expenses		15/03/2021	15/03/2021	249.60																															
					1,509.00	300.00	0.00	0.00	37.50	94.39	68.34	320.00	503.47	35.00	50.00	68.50	850.00	68.00	0.00	0.00	565.00	0.00	0.00	100.00	0.00	42.00	0.00	0.00	0.00	0.00	0.00	4,611.20	27.30	4,638.50			
					2,887.70														1,036.50			142.00										0.00		0.00	4,611.20	27.30	4,638.50

Receipts

BEELEY PARISH COUNCIL

					Totals	4,241.00	0.00	750.00	0.00	4.04	0.00	285.00	566.06	565.00	0.00	0.00	6,411.10
RECEIPTS 2020 - 2021					Budget	4,241.00	0.00	750.00	0.00	10.00	0.00	285.00	200.00	200.00	0.00	50.00	5,736.00
					Revised Budget	4,241.00	0.00	750.00	0.00	10.00	0.00	285.00	200.00	200.00	0.00	50.00	5,736.00
Date	Received from	Payment	Meeting	Cleared	Precept	Grant	Chatsworth	Current	Reserve	Transfer from	DDC	Car Park	Car Park	Misc	VAT	TOTAL	
				account			Grant	Account	Account	R to C	Reimburse	Donation	Donation				
								Transfer	Interest				Banked				
24/04/2020	DDDC	BACS	27/07/2020	30/04/2020	4,241.00											4,241.00	
29/04/2020	Santander	Santander	27/07/2020	29/04/2020					1.16							1.16	
29/05/2020	Santander	Santander	27/07/2020	29/05/2020					1.12							1.12	
28/06/2020	Santander	Santander	27/07/2020	28/06/2020					1.16							1.16	
16/07/2020	Car Park box	Cash	27/07/2020	cash								44.14				44.14	
17/08/2020	Car Park box	Cash	16/11/2020	cash								59.80				59.80	
10/10/2020	Car Park box	Cash	16/11/2020	11/10/2020								251.57	215.00			466.57	
29/07/2020	Santander	Santander	16/11/2020	29/07/2020					0.36							0.36	
29/08/2020	Santander	Santander	16/11/2020	29/08/2020					0.03							0.03	
29/09/2020	Santander	Santander	16/11/2020	29/09/2020					0.03							0.03	
29/10/2020	Santander	Santander	16/11/2020	29/10/2020					0.03							0.03	
10/11/2020	Car Park box	Cash	16/11/2020	cash								67.10				67.10	
14/11/2020	Car Park box	Cash	16/11/2020	14/11/2020									100.00			100.00	
02/12/2020	DDDC	BACS	18/01/2021	10/12/2020							285					285.00	
13/12/2020	Car Park box	Cash	18/01/2021	cash								53.75				53.75	
13/12/2020	Car Park box	Cash	18/01/2021	13/12/2020									100.00			100.00	
31/12/2020	Chatsworth	BACS	18/01/2021	31/12/2020			750.00									750.00	
29/11/2021	Santander	Santander	18/01/2021	29/11/2020					0.03							0.03	
29/12/2020	Santander	Santander	18/01/2021	29/12/2020					0.03							0.03	
08/01/2021	Car Park box	Cash	18/01/2021	cash								28.70				28.70	
29/01/2021	Santander	Santander	15/03/2021	29/01/2021					0.03							0.03	
28/02/2021	Santander	Santander	15/03/2021	28/02/2021					0.03							0.03	
04/03/2021	Car Park box	Cash	15/03/2021	cash								15.95				15.95	
14/03/2021	Car Park box	BACS	17/05/2021	14/03/2021									150.00			150.00	
28/03/2021	Santander	Santander	17/05/2021	28/03/2021					0.03							0.03	
03/10/2021	Car Park box	Cash		cash								45.05				45.05	
																0.00	
																0.00	
					4,241.00	0.00	750.00	0.00	4.04	0.00	285.00	566.06	565.00	0.00	0.00	6,411.10	

May 2021

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