

# **ROWSLEY 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 [rowsleyparishcouncil@gmail.com](mailto:rowsleyparishcouncil@gmail.com)

✓AK  
01/06/17



DBY198

# 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:

*Kensley 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

*22/05/2017*

and recorded as minute reference:

*220517AG46*

Signed by Chair at meeting where approval is given:

*J. M. P. 2017*

Clerk:

*S. P. 2017*

\*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:

Rossley Parish Council

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	8656	11743	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	6552	6552	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6227	7338	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	3138	3752	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	6554	12309	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	11743	9572	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	11743	9572	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	12994	12994	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

22/05/2017

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

22/05/2017

and recorded as minute reference:

220517 AGMS

Signed by Chair at meeting where approval is given:

*[Signature]*

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

Rossley 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:

ROSLY 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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

BRIAN WOOD

Signature of person who carried out the internal audit

*Brian 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, <b>including the dates set for the period for the exercise of public rights</b> , 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.	
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**

**DBY198 Rowsley 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.



**This page is part of Section 3 - External auditor certificate and opinion 2016/17**

**DBY198 Rowsley Parish Council**

**External Auditor Report for the year ended 31 March 2017**

**Accounting for fixed assets**

We have identified that Box 9 of Section 2 of the Annual return states that the Council does not hold any fixed assets but other evidence to support Box 6, All other payments includes a purchase of two defibrillators of £3,790.

The Council should maintain a register of all assets purchased and disposed of and the value included in Box 9 of Section 2 of the Annual return. The Council should the restate the 2017 figure in the 2018 annual return and write 'restated' beneath the £ sign in the 2017 column. Guidance on accounting for fixed assets is available in the NALC/SLCC publication 'Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practice (March 2016) sections 2.24 to 2.28 and 5.137 to 5.141.

**Additional work required**

None

Grant Thornton UK LLP

Grant Thornton UK LLP

Date

27 July 2017

Our ref DBY198

**Rowsley Parish Council**  
**Bank Rec. As at 5th April 2017**

	RBS Current £	RBS Reserve £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2016	50.00	11,693.47	11,743.47	
plus : receipts	13,835.30	-2,171.51		
less : payments	-16,061.19			
To deposit	2,225.89			
	<u>50.00</u>	<u>9,521.96</u>	<u>9,571.96</u>	2,171.51
Unpresented chqs			0.00	
Unpresented receipts			0.00	
Balance	<u><b>50.00</b></u>	<u><b>9,521.96</b></u>	<u><b>9,571.96</b></u>	
Bank : Current A/C - 11/4/17	50.00		50.00	
Deposit A/C - 30/3/17	0.00	9,521.96	9,521.96	
			0.00	
	<u><b>50.00</b></u>	<u><b>9,521.96</b></u>	<u><b>9,571.96</b></u>	
difference	0.00	0.00	0.00	
Signed by Responsible Finance Officer	_____	Date	_____	
Signed by Chairman	_____	Date	_____	



Monthly Budget Monitoring

ROWSLEY PARISH COUNCIL		Year to Date at 05/04/17			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2016 - 2017		Actual £	12 Budget £	Difference	Actual £	Budget £	Difference
Date	5th April 2017	To Date	To Date	£	Projected	For Year	£
Month	12						
<b>PAYMENTS</b>	<b>Administration</b>						
	Clerk's salary	3,752.29	2,500.00	(1,252.29)	1,878.03	2,500.00	621.97
	Clerk's expenses	319.46	300.00	(19.46)	350.00	300.00	(50.00)
	PAYE	0.00	0.00	0.00	0.00	0.00	0.00
	Audit fees	139.30	139.30	0.00	200.00	139.30	(60.70)
	Hall Hire & Rent	173.06	256.60	83.54	100.00	256.60	156.60
	Subscriptions	369.82	161.74	(208.08)	65.00	161.74	96.74
	Website	235.79	250.00	14.21	200.00	250.00	50.00
	Insurance	399.53	399.53	0.00	200.00	399.53	199.53
	Snow	0.00	0.00	0.00	0.00	0.00	0.00
	Training	0.00	50.00	50.00	0.00	50.00	50.00
		5,389.25	4,057.17	(1,332.08)	2,993.03	4,057.17	1,064.14
	<b>Ground Maintenance</b>						
	Grass cutting	2,539.99	2,500.00	(39.99)	0.00	2,500.00	2,500.00
	Recreation Ground	1,681.58	800.00	(881.58)	0.00	800.00	800.00
	Allotment	810.00	500.00	(310.00)	810.00	500.00	(310.00)
	Community Garden	290.00	150.00	(140.00)	290.00	150.00	(140.00)
	Bus Stops	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	0.00	0.00	0.00	608.00	0.00	(608.00)
		5,321.57	3,950.00	(1,371.57)	1,708.00	3,950.00	2,242.00
	Safety	4,299.00	159.00	(4,140.00)	0.00	159.00	159.00
		4,299.00	159.00	(4,140.00)	0.00	159.00	159.00
	<b>S137 Grants</b>						
	S137 grants	100.00	300.00	200.00	400.00	300.00	(100.00)
		100.00	300.00	200.00	400.00	300.00	(100.00)
	<b>Total Payments</b>	<b>15,109.82</b>	<b>8,466.17</b>	<b>(6,643.65)</b>	<b>5,101.03</b>	<b>8,466.17</b>	<b>3,365.14</b>
	VAT	951.37	0.00	(951.37)	30.00	0.00	(30.00)
	<b>Total Payments after VAT</b>	<b>16,061.19</b>	<b>8,466.17</b>	<b>(7,595.02)</b>	<b>5,131.03</b>	<b>8,466.17</b>	<b># 3,335.14</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>
	Grant	175.00	148.00	27.00	148.00	148.00	0.00
	Bank Interest	54.38	50.00	4.38	50.00	50.00	0.00
	Allotment	362.76	269.00	93.76	269.00	269.00	0.00
	Recreation Ground	3,346.00	1,000.00	2,346.00	1,000.00	1,000.00	0.00
	Burial Ground	1,785.00	0.00	1,785.00	0.00	0.00	0.00
	DDDC Reimbursements	1,051.00	1,051.00	0.00	1,051.00	1,051.00	0.00
	Rent	200.00	200.00	0.00	200.00	200.00	0.00
	Footpath Grant	250.00	250.00	0.00	250.00	250.00	0.00
	Vat	113.54	1,200.00	(1,086.46)	1,200.00	1,200.00	0.00
	<b>Total Receipts before precept</b>	<b>7,337.68</b>	<b>4,168.00</b>	<b>3,169.68</b>	<b>4,168.00</b>	<b>4,168.00</b>	<b>0.00</b>
<b>RECEIPTS</b>	Precept	6,552.00	6,552.00	0.00	6,552.00	6,552.00	0.00
		<b>13,889.68</b>	<b>10,720.00</b>	<b>3,169.68</b>	<b>10,720.00</b>	<b>10,720.00</b>	<b>0.00</b>
		<b>-2,171.51</b>	<b>2,253.83</b>	<b>10,764.70</b>	<b>5,588.97</b>	<b>2,253.83</b>	<b># -3,335.14</b>

Payments

ROWSLEY PARISH COUNCIL  
PAYMENTS 2016 - 2017

DATE	Cheque	Paid To/Details	Cleared Account	Meeting Approval	ADMINISTRATION										Ground Maintenance					Safety	DONATIONS	TOTAL	VAT	TOTAL
					Clerk's Salary	Clerk's Expenses	PAYE	Audit Fees	Hall Hire and rent	Subs	Website (and paper and comms)	Insurance	Snow	Training	Grass Cutting	Recreation Ground	Allotment	Community Garden/ Burial Ground	Bus Stops	Footpaths		S137	By Category	By Item
				<b>Budget</b>	2,500.00	300.00	0.00	125.00	200.00	250.00	90.00	600.00	0.00	100.00	2,500.00	300.00	160.00	150.00	0.00	0.00	350.00	600.00	0.225.00	
				<b>Revised Budget</b>	2,500.00	300.00	0.00	139.30	256.60	161.74	250.00	399.53	0.00	50.00	2,500.00	800.00	500.00	150.00	0.00	0.00	159.00	300.00	8,406.17	
05/04/2016	679	DALC - from 15/16		21/03/2016						155.74													155.74	155.74
25/04/2016	680	S Porter - Clerk		06/05/2016	25/04/2016	279.05	100.00																379.05	379.05
25/04/2016	681	Haddon - Allotment Rent		10/05/2016	25/04/2016				56.60														56.60	56.60
25/04/2016	682	Little Acoms - Spraying		03/05/2016	25/04/2016												300.00						300.00	300.00
25/04/2016	683	PPFF - Subs		19/05/2016	25/04/2016					6.00													6.00	6.00
23/05/2016	684	S Porter - Clerk		02/06/2016	23/05/2016	236.93	6.60																243.53	243.53
23/05/2016	685	Haddon Landscapes - Mowing		03/06/2016	23/05/2016										873.33								873.33	873.33
23/05/2016	686	B Wood - Audit		08/06/2016	23/05/2016			39.30															39.30	39.30
27/06/2016	687	S Porter - Clerk		30/06/2016	27/06/2016	336.96	16.89																353.85	353.85
27/06/2016	688	Haddon Landscapes - Mowing		05/07/2016	27/06/2016										873.33								873.33	873.33
27/06/2016	689	Zurich - Insurance		04/07/2016	27/06/2016							399.53											399.53	399.53
27/06/2016	690	Ferland Leisure - swings		05/07/2016	27/06/2016											293.33							293.33	58.67
27/06/2016	691	Playsafety - Rospa		05/07/2016	27/06/2016																70.00		70.00	140.00
27/06/2016	692	MJ Burnett - Felling		07/07/2016	27/06/2016											135.00							135.00	27.00
15/06/2016	DD	BT - Website		25/07/2016	25/07/2016						16.20												16.20	16.20
25/07/2016	693	S Porter - Clerk		03/08/2016	25/07/2016	305.37																	305.37	305.37
25/07/2016	674	Chatsworth - signs		09/08/2016	25/07/2016																89.00		89.00	89.00
25/07/2016	695	S Porter - Clerk		03/08/2016	25/07/2016	315.90																	315.90	315.90
27/09/2016	696	S Porter - Clerk		19/10/2016	27/09/2016	242.19	100.00																342.19	342.19
27/09/2016	697	D Pathe - Maintenance		05/10/2016	27/09/2016											305.00		25.00					330.00	330.00
27/09/2016	698	Grant Thornton - Audit		04/10/2016	27/09/2016			100.00															100.00	20.00
27/09/2016	699	S Cordingley - website		17/10/2016	27/09/2016						150.00												150.00	150.00
15/09/2016	DD	BT - Website		15/09/2016	24/10/2016						16.20												16.20	16.20
24/10/2016	700	S Porter - Clerk		02/11/2016	24/10/2016	363.29	52.62																415.91	415.91
24/10/2016	701	D Pathe - Maintenance		02/11/2016	24/10/2016																		159.75	159.75
24/10/2016	702	H Owen - Interim Clerk		31/10/2016	24/10/2016	90.00										159.75							90.00	90.00
24/10/2016	703	Community Heartbeat Trust - Defib		01/11/2016	24/10/2016																		3,790.00	758.00
24/10/2016	704	Haddon Landscapes - Mowing		31/10/2016	24/10/2016										793.33		140.00						933.33	933.33
28/11/2016	705	S Porter - Clerk		07/12/2016	28/10/2016	345.48	43.35																388.83	388.83
28/11/2016	706	Friends of Peak District - Subs		20/12/2016	28/10/2016					50.00													50.00	50.00
28/11/2016	707	S Porter - Clerk		07/12/2016	28/10/2016	318.90																	318.90	318.90
15/12/2016	DD	BT - Website		15/12/2016							16.20												16.20	16.20
30/01/2017	708	S Porter - Clerk		08/02/2017	30/01/2017	212.60																	212.60	212.60
30/01/2017	709	TDP Limited - bench		14/02/2017	30/01/2017											368.50							368.50	73.70
30/01/2017	710	Simpson Electrical - defib		07/02/2017	30/01/2017																350.00		350.00	350.00
27/02/2017	711	S Porter - Clerk		06/03/2017	27/02/2017	361.42																	361.42	361.42
27/02/2017	712	DALC - subs		11/04/2017	27/02/2017					158.08													158.08	158.08
27/02/2017	713	Haddon Estate		09/03/2017	27/02/2017				58.39														58.39	58.39
27/02/2017	714	B&B PC - Paper		13/03/2017	27/02/2017						15.59												15.59	15.59
27/02/2017	715	P Morton - car park surface		08/03/2017	27/02/2017											420.00							420.00	420.00
27/03/2017	716	S Porter - Clerk		05/04/2017	27/03/2017	344.20																	344.20	344.20
27/03/2017	717	Haddon Estate		03/04/2017	27/03/2017				58.07														58.07	58.07
27/03/2017	718	Little Acoms - Allotment work		03/04/2017	27/03/2017												370.00						370.00	370.00
27/03/2017	719	D Pathe - Maintenance		05/04/2017	27/03/2017													265.00					265.00	265.00
15/03/2017	DD	BT - Website		15/03/2017	24/04/2017						21.60												21.60	21.60
27/03/2017	720	Derbyshire Children's Holiday		07/04/2017	27/03/2017																	100.00	100.00	100.00
					3,752.29	319.46	0.00	139.30	173.06	369.82	235.79	399.53	0.00	0.00	2,539.99	1,681.58	810.00	290.00	0.00	0.00	4,299.00	100.00	15,109.82	951.37
										5,389.25							5,321.57				4,299.00	100.00	15,109.82	951.37
																								16,061.19



## Receipts

## ROWSLEY PARISH COUNCIL

## RECEIPTS 2016 - 2017

			Totals	6,552.00	175.00	54.38	362.76	3,346.00	0.00	1,051.00	200.00	250.00	113.54	13,889.68
			Budget	6,552.00	175.00	50.00	269.00	1,000.00	0.00	1,051.00	200.00	250.00	1,200.00	10,747.00
			Revised Budget	6,552.00	175.00	50.00	345.00	3,000.00	600.00	1,051.00	200.00	500.00	350.00	12,823.00
Date	Received from	For	Cleared account	Precept	Grant	Interest	Allotment	Recreation Ground	Burial Ground	DDC Reimburse	Rent	Footpath Grant	VAT	TOTAL
14/04/2016	J Reed and G Lewis	Allotment Rent	22/04/2016				85.00							85.00
22/04/2016	E Spencer	Allotment Rent	29/04/2016				50.00							50.00
25/04/2016	Car Boot	Car Boot income	29/04/2016					155.00						155.00
26/04/2016	P Anderson	Allotment Rent	29/04/2016				35.00							35.00
04/04/2016	R Wilson	Allotment Rent	04/04/2016				35.00							35.00
07/04/2016	JR Hobot	Allotment Rent	07/04/2016				35.00							35.00
08/04/2016	DCC	Footpath grant 15-16	08/04/2016									250.00		250.00
29/04/2016	DDDC	Precept and Tax grant	29/04/2016	6,552.00	175.00									6,727.00
01/05/2016	Car Boot	Car Boot income	12/05/2016					140.00						140.00
05/05/2016	D Sharp and S Simpson	Allotment Rent	12/05/2016				35.00							35.00
10/05/2016	HMRC	VAT Repayment	12/05/2016										113.54	113.54
15/05/2016	Car Boot	Car Boot income	08/06/2016					228.00						228.00
22/05/2016	Car Boot	Car Boot income	08/06/2016					200.00						200.00
05/06/2016	Car Boot	Car Boot income	16/06/2016					247.00						247.00
12/06/2016	Car Boot	Car Boot income	16/06/2016					76.00						76.00
01/06/2016	DCC	Rent	03/06/2016								50.00			50.00
26/06/2016	S Warren	Allotment Rent	28/06/2016				35.00							35.00
27/06/2016	K Rowney	Allotment Rent	28/06/2016				35.00							35.00
04/07/2016	Car Boot	Car Boot income	13/07/2016					179.00						179.00
04/07/2016	Car Boot	Car Boot income	13/07/2016					200.00						200.00
29/06/2016	RBS	Interest	29/06/2016			18.87								18.87
03/08/2016	A Slater & Sons	New burial	03/08/2016						485.00					485.00
10/07/2016	Car Boot	Car Boot income	03/08/2016					87.00						87.00
17/07/2016	Car Boot	Car Boot income	03/08/2016					219.00						219.00
24/07/2016	Car Boot	Car Boot income	03/08/2016					233.00						233.00
31/07/2016	Car Boot	Car Boot income	03/08/2016					228.00						228.00
07/08/2016	Car Boot	Car Boot income	08/09/2016					210.00						210.00
14/08/2016	Car Boot	Car Boot income	08/09/2016					245.00						245.00
21/08/2016	Car Boot	Car Boot income	08/09/2016					60.00						60.00
07/09/2016	A Slater & Sons	Underpaid amount	23/09/2016						85.00					85.00
01/09/2016	DCC	Rent	05/09/2016								50.00			50.00
29/09/2016	RBS	Interest	29/09/2016			21.36								21.36
04/09/2016	Car Boot	Car Boot income	03/11/2016					63.00						63.00
11/09/2016	Car Boot	Car Boot income	03/11/2016					181.00						181.00
25/09/2016	Car Boot	Car Boot income	03/11/2016					95.00						95.00
01/11/2016	Z Morris	Burial Plot	03/11/2016						375.00					375.00
17/11/2016	Rowsley '86	Football Rent	17/11/2016					300.00						300.00
01/12/2016	DCC	Rent	05/12/2016								50.00			50.00
12/12/2016	DCC	Reimbursable expenditure	12/12/2016							1,051.00				1,051.00
29/12/2016	RBS	Interest	29/12/2016				17.76							17.76
01/03/2017	DCC	Rent	03/03/2017								50.00			50.00
22/03/2017	Mettams	Burial Plots	22/03/2017						840.00					840.00
30/03/2017	RBS	Interest	30/03/2017			14.15								14.15
														0.00
				6,552.00	175.00	54.38	362.76	3,346.00	1,785.00	1,051.00	200.00	250.00	113.54	13,889.68

## LOCALISM ACT 2011

### ROWSLEY PARISH COUNCIL CODE OF CONDUCT MAY 2016

As a member or co-opted member of Rowsley Parish Council I have 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 Parish Councillor
- At briefing meetings with officers and at site visits
- When corresponding with the Council, 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.

**SELFISHNESS:** 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 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 further provides for registration and disclosure of interests and in Rowsley 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 Disclosed 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 interest 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 District Council's Monitoring Officer 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 a 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 that 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 myself, a friend of my family or friends.
- 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 Rowsley 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 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 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 Council'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.