

# **ROWSLEY PARISH COUNCIL**

## **ANNUAL TRANSPARENCY DOCUMENT**

### Contents:

- Audit return for year ending 31<sup>st</sup> March 2018 including governance statement
- 2017-2018 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)

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual Governance and Accountability Return 2017/18 Part 3

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### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

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 **before 2 July 2018**.
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 requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - 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
  - Annual Internal Audit Report 2017/18

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

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

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014.



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- 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. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. 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 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 sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the 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.

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 have 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?	✓	
	The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	✓	

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which 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)



## Annual Internal Audit Report 2017/18

### Rowsley 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 2018.

The internal audit for 2017/18 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.			✓
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.	✓		
<b>K. (For local councils only)</b>			
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).

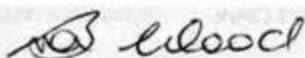
Date(s) internal audit undertaken

10.05.2018

Name of person who carried out the internal audit

Brian Wood

Signature of person who carried out the internal audit



Date

10th May 2018

\*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 2017/18

We acknowledge as the members of:

### Rowsley 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 2018, 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
	✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

21.05.18 AGM OS

dated

21st May 2018

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

Chairman

*[Signature]*

Clerk

*[Signature]*

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

Authority web address

www.rowsleyparishcouncil.co.uk AUTHORITY WEBSITE ADDRESS



## Section 2 – Accounting Statements 2017/18 for

### Rowsley Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	11743	9572	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	7338	13908	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	3752	3955	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	12309	12513	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	9572	13564	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	9572	13564	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	15289	15289	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Signed *BP/aw*

Date *21/5/18*

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

*21/05/18*

and recorded as minute reference:

*21.05.18 A6406*

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*BP/aw*

**LOCAL COUNCIL NAME****Rowsley Parish Council****COUNTY****Derbyshire****BANK RECONCILIATION YEAR ENDED 31 MARCH 2018**

		£
<b>A</b>	Balance on the bank statement at 31 March 2018 (taken from bank statement)	13,564
	<b>Outstanding items</b>	
<b>B</b>	<b>Less</b> unpresented cheques (to agree with attached list)	0
<b>C</b>	<b>Plus</b> uncleared payments into bank (to agree with attached list)	0
<b>D</b>	<b>Petty cash</b>  <b>Plus</b> any petty cash balance held at 31 March 2018	0
<b>E</b>	Balance in the cash book (council's own records) at 31 March 2018 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return )	13,564

## Explanations of significant variances

We require explanations for significant variances (increases or decreases) of more than 15% between 2017 and 2018 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, ie 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 2018 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	2017 £	2018 £	Variance Increase (+) or decrease (-) (2018 less 2017) £	% (Variance divided by 2017 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Annual Precept	6,552	6,552	0	0	No
Box 3 Total other receipts	7,338	13,908	6,570	89%	Yes
Box 4 Staff costs	3,752	3,955	203	5.4%	No
Box 5 Loan interest/ capital repayments	0	0	0	0	No
Box 6 All other payments	12,309	12,513	204	16.6%	Yes
Box 9 Total fixed assets	15,289	15,289	0	0	No



## Explanations of significant variances - continued

### Suggested layout for explanations

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

<b>BOX NO 3</b>	<b>£</b>
Figure in 2017 column	7,338
Figure in 2018 column	13,908
Variance (2017 figure less 2018 figure)	6,570

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
Reason 1 – Recreation ground and burial ground increase usage so more income	4,247
Reason 2 – Higher VAT rebate	850
Reason 3 – Grants	873
Reason 4 – Parish Magazine income as now published by Parish Council	600
Unexplained	
Confirm unexplained amount is less than 15% of 2017 figure	

<b>BOX NO 6</b>	<b>£</b>
Figure in 2017 column	12,309
Figure in 2018 column	12,513
Variance (2017 figure less 2018 figure)	204

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
Reason 1 – PAYE	113
Reason 2 – Parish magazine expense as now published by Parish Council	91
Unexplained	
Confirm unexplained amount is less than 15% of 2017 figure	



ROWSLEY PARISH COUNCIL  
Clerk: Sarah Porter  
Phone: 01629 732365  
Email: [rowsleyparishcouncil@gmail.com](mailto:rowsleyparishcouncil@gmail.com)  
Web: [www.rowsleyparishcouncil.co.uk](http://www.rowsleyparishcouncil.co.uk)

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Rowsley Parish Council

County Area (local councils and parish meetings only): Derbyshire

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 4<sup>th</sup> June 2018

and ending on 13<sup>th</sup> July 2018

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

We have suggested the following dates: Monday 4 June – Friday 13 July 2018.

The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: Sarah Porter

Role: Clerk and Responsible Financial Officer

**FOR SMALLER AUTHORITIES SUBJECT TO A REVIEW ONLY:  
PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH  
THE AGAR PART 3 AND OTHER REQUESTED DOCUMENTATION**

**Rowsley Parish Council**  
**Bank Rec. As at 11th April 2018**

	RBS Current £	RBS Reserve £	Summary £
Cash Book : Bal b/fwd current A/C 1st April 2017	50.00	9,521.96	9,571.96
plus : receipts	20,395.01	3,992.03	
less : payments	-16,467.94		
To deposit	-3,927.07		
	<u>50.00</u>	<u>13,513.99</u>	<u>13,563.99</u>
Unpresented chqs			0.00
Unpresented receipts			0.00
Balance	<u><b>50.00</b></u>	<u><b>13,513.99</b></u>	<u><b>13,563.99</b></u>
Bank : Current A/C - 11/04/18	50.00		50.00
Deposit A/C - 11/04/18	0.00	13,513.99	13,513.99
			0.00
	<u><b>50.00</b></u>	<u><b>13,513.99</b></u>	<u><b>13,563.99</b></u>
difference	0.00	0.00	0.00

**Signed by Responsible Finance Officer**

**Date**

**Signed by Chairman**

**Date**





**ROWSLEY PARISH COUNCIL**  
**PAYMENTS 2017 - 2018**

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	Communica- tion	Insurance	Snow	Training	Grass Cutting	Recreation Ground	Allotment	Community Garden/ Burial Ground	Bus Stops	Footpaths						S137	By Category	By Item
					Budget	Revised Budget	2,500.00	300.00	0.00	140.00	270.00	170.00	1,350.00	420.00	0.00	50.00	2,500.00	800.00	500.00	150.00						0.00	0.00	200.00
						2,500.00	300.00	0.00	140.00	270.00	170.00	1,350.00	420.00	0.00	50.00	2,500.00	800.00	500.00	150.00	0.00	0.00	200.00	600.00	8,750.00				
24/04/2017	721	S Porter - Clerk pay and expenses		04/05/2017	24/04/2017	318.90	100.00																			418.90		418.90
24/04/2017	722	DDDC - Bin emptying		04/05/2017	24/04/2017																					435.02	87.00	418.90
24/04/2017	723	V Friend - Parish Magazine delivery		27/04/2017	24/04/2017								15.00													15.00		15.00
24/04/2017	724	Sharon Press - Parish Magazine pri		15/05/2017	24/04/2017								82.00													82.00		82.00
24/04/2017	725	PPFF - Subs		10/05/2017	24/04/2017						6.00															6.00		6.00
24/04/2017	726	Haddon Landscapes		02/05/2017	24/04/2017																					950.00		950.00
01/05/2017	cash	Parish Magazine delivery May and Ju	cash from car boot		24/04/2017																					30.00		30.00
22/05/2017	727	S Porter - Clerk pay and expenses		01/06/2017	22/05/2017	366.74	7.62																			374.36		374.36
22/05/2017	728	Severn Trent Water Ltd		06/06/2017	22/05/2017																					114.90	22.98	137.88
22/05/2017	729	Zurich - Insurance		30/05/2017	22/05/2017																					411.04		411.04
22/05/2017	730	S Cordingley - Website		26/05/2017	22/05/2017								30.00													30.00		30.00
22/05/2017	731	B Wood - Audit		30/05/2017	22/05/2017				26.80																	26.80		26.80
22/05/2017	732	Sharon Press - Parish Magazine pri		30/05/2017	22/05/2017								82.00													82.00		82.00
15/06/2017	DD	BT - Website		15/06/2017									21.60													21.60		21.60
26/06/2017	cash	Parish Magazine delivery July and Au	cash from car boot	26/06/2017									30.00													30.00		30.00
26/06/2017	733	S Porter - Clerk pay and expenses		05/07/2017	26/06/2017	318.90	20.00																			338.90		338.90
26/06/2017	734	Playability - Rospa		04/07/2017	26/06/2017																					70.00		70.00
26/06/2017	735	D Pathe - Maintenance		03/07/2017	26/06/2017																					134.13	14.00	134.13
26/06/2017	736	D Pathe - Phone box		03/07/2017	26/06/2017																					60.15		60.15
26/06/2017	737	Sharon Press - Parish Magazine pri		03/07/2017	26/06/2017																					82.00		82.00
24/07/2017	738	S Porter - Clerk pay and expenses		02/08/2017	24/07/2017	331.62	28.75																			360.37		360.37
24/07/2017	739	Sharon Press - Parish Magazine pri		14/08/2017	24/07/2017								82.00													82.00		82.00
24/07/2017	740	Haddon Landscapes		31/07/2017	24/07/2017																					1,310.00		1,310.00
31/08/2017	741	Sharon Press - Parish Magazine pri		25/09/2017	24/07/2017								82.00													82.00		82.00
21/08/2017	742	S Porter - Clerk pay and expenses		23/08/2017	24/07/2017	331.62																				331.62		331.62
27/09/2017	743	S Porter - Clerk pay and expenses		06/10/2017	27/09/2017	287.40	132.50																			419.90		419.90
27/09/2017	744	N&G Tomlinson - trees		11/10/2017	27/09/2017																					80.00		80.00
27/09/2017	745	Libb's Acoms - spraying		05/10/2017	27/09/2017																					80.00		80.00
27/09/2017	746	HMRC		05/10/2017	27/09/2017				102.20																	102.20		102.20
27/09/2017	747	Grant Thornton		04/10/2017	27/09/2017																					100.00	20.00	120.00
27/09/2017	748	MJ Burnett		12/10/2017	27/09/2017																							



## Receipts

## ROWSLEY PARISH COUNCIL

## RECEIPTS 2017 - 2018

			Totals	6,552.00	873.14	64.96	945.00	327.50	5,795.00	0.00	1,051.00	500.00	315.00	951.37	20,459.97
			Budget	6,552.00	100.00	50.00	344.00	345.00	3,000.00	0.00	1,051.00	200.00	250.00	300.00	12,192.00
			Revised Budget	6,552.00	100.00	50.00	344.00	345.00	3,000.00	0.00	1,051.00	200.00	250.00	300.00	12,192.00
Date	Received from	For	Cleared account	Precept	Grant	Interest	Comms	Allotment	Recreation Ground	Burial Ground	DDC contribution	Rent	Footpath Grant	VAT	TOTAL
02/04/2017	Treasure Trove	Car Boot	06/04/2017						192.00						192.00
03/04/2017	S Warren	Allotment rent	06/04/2017					35.00							35.00
09/04/2017	Treasure Trove	Car Boot	27/04/2017						250.00						250.00
16/04/2017	Treasure Trove	Car Boot	27/04/2017						158.00						158.00
17/04/2017	Treasure Trove	Car Boot	27/04/2017						131.00						131.00
23/04/2017	Treasure Trove	Car Boot	27/04/2017						227.00						227.00
24/04/2017	St Katherine's	Magazine adverts	27/04/2017				344.00								344.00
31/03/2017	G Lewis	Allotment rent	31/03/2017					35.00							35.00
04/05/2017	J Reed	Allotment rent	08/05/2017					52.50							52.50
20/04/2017	HMRC	VAT	24/04/2017											951.37	951.37
24/04/2017	DDDC	Precept	28/04/2017	6,552.00											6,552.00
30/04/2017	Treasure Trove	Car Boot	19/05/2017						219.00						219.00
01/05/2017	Treasure Trove	Car Boot	19/05/2017						64.00						64.00
07/05/2017	Treasure Trove	Car Boot	19/05/2017						270.00						270.00
14/05/2017	Treasure Trove	Car Boot	19/05/2017						156.00						156.00
21/05/2017	Treasure Trove	Car Boot	01/06/2017						250.00						250.00
23/05/2017	K Rowney	Allotment rent	15/06/2017					70.00							70.00
28/05/2017	Treasure Trove	Car Boot	15/06/2017						243.00						243.00
01/06/2017	DCC	Rent	07/06/2017									50.00			50.00
04/06/2017	Treasure Trove	Car Boot	15/06/2017						275.00						275.00
11/06/2017	Treasure Trove	Car Boot	29/06/2017						203.00						203.00
14/06/2017	KJ Went	Allotment rent	14/06/2017					35.00							35.00
14/06/2017	Treasure Trove	Magazine adverts	15/06/2017				6.00								6.00
18/06/2017	Treasure Trove	Car Boot	29/06/2017						233.00						233.00
21/06/2017	A Finney	Allotment rent	29/06/2017					47.50							47.50
25/06/2017	Treasure Trove	Car Boot	29/06/2017						175.00						175.00
02/07/2017	Treasure Trove	Car Boot	17/07/2017						210.00						210.00
29/06/2017	RBS	Interest	29/06/2017			17.03									17.03
11/07/2017	D Conquest	Allotment rent	17/07/2017					35.00							35.00
15/07/2017	Mandale Memorial	Memorial stone	21/07/2017							110.00					110.00
09/07/2017	Treasure Trove	Car Boot	25/07/2017						205.00						205.00
16/07/2017	Treasure Trove	Car Boot	25/07/2017						206.00						206.00
23/07/2017	Treasure Trove	Car Boot	25/07/2017						103.00						103.00
30/07/2017	Treasure Trove	Car Boot	07/09/2017						135.00						135.00
07/08/2017	Treasure Trove	Car Boot	07/09/2017						212.00						212.00
13/08/2017	Treasure Trove	Car Boot	07/09/2017						245.00						245.00
20/08/2017	Treasure Trove	Car Boot	07/09/2017						263.00						263.00
27/08/2017	Treasure Trove	Car Boot	07/09/2017						298.00						298.00
28/08/2017	Treasure Trove	Car Boot	07/09/2017						145.00						145.00
06/09/2017	Bunny McCullough	Allotment rent	07/09/2017					17.50							17.50
01/09/2017	DCC	Rent	06/09/2017									50.00			50.00
03/09/2017	Treasure Trove	Car Boot	28/09/2017						186.00						186.00
10/09/2017	Treasure Trove	Car Boot	28/09/2017						140.00						140.00
17/09/2017	Treasure Trove	Car Boot	28/09/2017						191.00						191.00
24/09/2017	Treasure Trove	Car Boot	28/09/2017						210.00						210.00
28/09/2017	RBS	Interest	28/09/2017			20.80									20.80
20/11/2017	R W Percivals	Burial	21/11/2017							625.00					625.00
28/11/2017	Community Heart	Phone box repairs	14/12/2017		252.15										252.15
04/12/2017	DCC	Rent	06/12/2017									50.00			50.00
15/12/2017	Matlock Physio	Magazine advert	03/01/2018				30.00								30.00
15/12/2017	PPS Installations	Magazine advert	03/01/2018				15.00								15.00
20/12/2017	Bowling Green pub	Magazine advert	20/12/2017				15.00								15.00
20/12/2017	Rowley Village Hall	Magazine advert	19/12/2017				15.00								15.00
20/12/2017	Warren electrical	Magazine advert	03/01/2018				15.00								15.00
12/12/2017	DDDC	Reimbursable expenses	14/12/2017								1,051.00				1,051.00
18/12/2017	DDDC	Bench grant	18/12/2017		435.00										435.00
18/12/2017	CW Jones	Interment	03/01/2018							250.00					250.00
21/12/2017	Darley Dale Garage	Magazine advert	03/01/2018				15.00								15.00
30/12/2017	Mettams	Magazine advert					30.00								30.00
30/12/2017	Franklin and co	Magazine advert	03/01/2018				15.00								15.00
30/12/2017	Tools for self reliance	Magazine advert	03/01/2018				40.00								40.00
30/12/2017	Neville Fox	Magazine advert	03/01/2018				15.00								15.00
30/12/2017	Matlock storage	Magazine advert	03/01/2018				15.00								15.00
09/01/2018	Robert Young	Magazine advert	11/01/2018				15.00								15.00
09/01/2018	Andrew Sharpe	Magazine advert	11/01/2018				15.00								15.00
20/12/2017	Peak Oil	Magazine advert	20/12/2017				15.00								15.00
22/12/2017	Eye Place	Magazine advert	22/12/2017				30.00								30.00
28/12/2017	KEMS	Magazine advert	28/12/2018				15.00								15.00
28/12/2017	RBS	Interest	28/12/2017			20.05									20.05
09/01/2018	Mandale Memorial	Magazine advert	09/01/2018				15.00								15.00
08/01/2018	Elaine Spencer	Magazine advert	08/01/2018				15.00								15.00
15/01/2018	DCC	Magazine advert	15/01/2018				45.00								45.00
15/01/2018	The Peacock	Magazine advert	16/01/2018				30.00								30.00
18/01/2018	NG Tomlinson	Magazine advert	19/01/2018				15.00								15.00
19/01/2018	John Boulby	Allotment rent	19/01/2018				35.00								35.00
22/01/2018	Lewis	Allotment rent	22/01/2018				35.00								35.00
24/01/2018	Warren	Allotment rent	25/01/2018				35.00								35.00
24/01/2018	Greatorex	Burial	25/01/2018						550.00						550.00
29/01/2018	Christmas Concert	Event	02/02/2018		185.99										185.99
31/01/2018	RBS	Interest	31/01/2018			5.94									5.94
26/02/2018	Mettams	Burials	06/03/2018						1,550.00						1,550.00
28/02/2018	RBS	Interest	28/02/2018			0.60									0.60
01/03/2018	DCC	Rent	05/03/2018									50.00			50.00
28/02/2018	DCC	Minor Maintenance Grant	02/03/2018										315.00		315.00
05/03/2018	Hartington	Magazine advert	06/03/2018				15.00								15.00
09/03/2018	East Lodge	Magazine advert	09/03/2018				30.00								30.00
15/03/2018	Rowley 86	Rent	16/03/2018									300.00			300.00
16/03/2018	Bakewell Pet Shop	Magazine advert	16/03/2018				15.00								15.00
29/03/2018	RBS	Interest	29/03/2018			0.54									0.54
				6,552.00	873.14	64.96	945.00	327.50	5,795.00	3,085.00	1,051.00	500.00	315.00	951.37	20,459.97

Cash for delivery

## 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.