ROWSLEY PARISH COUNCIL

Clerk: Sian Bacon Phone: 07545704384 Email: <u>rowsleyparishcouncil@gmail.com</u> Web: <u>www.rowsleyparishcouncil.co.uk</u>

Dear Councillor,

17th May 2021

You are summoned to attend the Rowsley Parish Council Annual general meeting on **24th May 2021** at **7.30pm in the Village Hall, Rowsley**.

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,

Sian Bacon

ANNUAL GENERAL MEETING AGENDA

		Action Required
1.	Election of Chairman	Approval
2.	Election of Vice-Chairman	Approval
3.	Apologies for absence – Cllr Bones	To note
4.	To confirm the Minutes of the Annual General Meeting held on 20 th May 2019	Approval
5.	To Approve the Annual Governance Statement 2020/21	Approval
6.	To Approve the Annual Accounting Statement 2020/21	Approval
7.	To Note the Internal Audit Report for the Accounts 2020/21	To note
8.	Accounts for the year 2020-2021 – Appendix 1	Approval
9.	 Appointments to outside bodies: Outside bodies - Cllr Kath Potter Village Hall Committee Caudwell's Mill 	Approval
10.	Code of Conduct	Approval
11.	Register of Interest Forms	Completed
12.	AGM Closed move on to Council meeting	

DATE OF NEXT AGM

• Monday 23rd May 2022 to be Held at 7.30pm in the Village Hall

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

ROWSLEY PARISH COUNCIL

Clerk: Sian Bacon Phone: 01629 732365 Email: rowsleyparishcouncil@gmail.com Web: <u>www.rowsleyparishcouncil.co.uk</u>

ANNUAL GENERAL MEETING MINUTES

For the meeting held on 20th May 2019 in The WI Room, Village Hall, Rowsley

Councillors	Kath Potter	Robert Hockley	Apologies:	Cllr Steve Bones
present:	Richard Bean	Victoria Friend		PCSO Anthony Boswell
Others:	Sian Bacon			Cllr Atkin (DCC)

						Action Required							
1.	Election of Chairman Cllr Bean nominated Cllr Potter and Cllr Hockley seconded. This was unanimously approved.												
2.		ce-Chairman ominated Cllr Bean and Cllr Frier	nd seconded.	This was una	animously								
3.	Apologies for	absence were received from Cl	Ir Bones and P	CSO Boswell									
4.	The Minutes	of the Annual General Meeting I	held on 21 st M	ay 2018 wer	e approved								
5.	The Annual G	Governance Statement 2018/19	was approved	and will be	submitted.	Clerk							
6.	The Annual A	Accounting Statement 2018/19	was approved	and will be s	ubmitted	Clerk							
7.	The Internal	Audit for 2018/19 was noted											
		the year 2017-2018 17 internally audited accounts v	were approved										
	RBS RBS Summary Current Reserve												
	Cash Book :	Bal b/fwd current A/C 1st April 2018	£ 50.00	£ 13,513.99	£ 13,563.99								
		plus : receipts	17,509.44	4,633.21									
		less : payments	-12,899.21										
		To deposit	-4,610.23										
			50.00	18,147.20	18,197.20								
		Unpresented chqs			0.00								
		Unpresented receipts			0.00								
		Balance	50.00	18,147.20	18,197.20								
	Bank :	Current A/C - 31/03/19	350.00	0.00	350.00								
		Deposit A/C - 31/03/19	0.00	17,847.20	17,847.20								
			350.00	17,847.20	0.00 18,197.20								
		difference	-300.00	300.00	0.00								

Chairman's Signature Date......

8.	Appointments to outside bodies: • Outside bodies – Cllr Kath Potter • Village Hall Committee – Cllr Victoria Friend • Caudwell's Mill –	
9.	Code of Conduct This was approved	
10.	Register of Interest Forms These have been completed by all Councillors.	All
11.	AGM Closed move on to Council meeting at 7.46pm	

DATE OF NEXT AGM

• Monday 18th May 2020 – to avoid the Bank Holiday and held at 7.30pm in the Village Hall

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Rowsley Parish Council

Bank Rec. As at 31st March 2021

		RBS Current £	RBS Reserve £		Summary £
Cash Book :	Bal b/fwd current A/C 1st April 2020 plus : receipts	~ 50.00 14,025.50	- 17,578.37 -13.33		~ 17,628.37
	less : payments	-14,023.30	-10.00		
	To deposit	21.56			
		50.00	17,565.04	_	17,615.04
	Unpresented chqs				0.00
	Unpresented receipts				0.00
	Balance	50.00	17,565.04	_	17,615.04
Bank :	Current A/C - 31/03/21	50.00	0.00		50.00
Bank :	Deposit A/C - 31/03/21	50.00 0.00	0.00 17,565.04		50.00 17,565.04
		0.00	17,505.04		0.00
		50.00	17,565.04	_	17,615.04
	difference	0.00	0.00		0.00
	Signed by Responsible Finance Officer			Date	
	Signed by Chairman			Date	

		Monthly Budget Mo	nitoring					
ROWSLEY PARISH CO	DUNCIL	Yea	ar to Date at 31/	03/21		Fi	III Year Projection	n
RECEIPTS & PAYMEN	ITS ACCOUNT 2020/21		12					
Date	31st March 2021	Actual £	Budget £	Difference		Actual £	Budget £	Difference
Month	12	To Date	To Date	£		Projected	For Year	£
PAYMENTS	Administration							
	Clerk's salary	3,525.20	4,500.00	974.80		4,500.00	4,500.00	0.00
	Clerk's expenses	200.00	300.00	100.00		300.00	300.00	0.00
	PAYE	881.40	200.00	(681.40)		200.00	200.00	0.00
	Audit fees	25.00	140.00	115.00		140.00	140.00	0.00
	Hall Hire & Rent	0.00	100.00	100.00		100.00	100.00	0.00
	Subscriptions	459.20	190.00	(269.20)		190.00	190.00	0.00
	Communication including website and parish magazine	1,354.60	1,000.00	(354.60)		1,000.00	1,000.00	0.00
	Insurance	338.40	400.00	61.60		400.00	400.00	0.00
	Snow	0.00	0.00	0.00		0.00	0.00	0.00
	Training	0.00	50.00	50.00		50.00	50.00	0.00
		6,783.80	6,880.00	96.20		6,880.00	6,880.00	0.00
	Ground Maintenance							
	Grass cutting	3,409.98	3,000.00	(409.98)		3,000.00	3,000.00	0.00
	Recreation Ground	1,959.40	1,200.00	(759.40)		1,200.00	1,200.00	0.00
	Allotment	267.48	500.00	232.52		500.00	500.00	0.00
	Community Garden	0.00	500.00	500.00		500.00	500.00	0.00
	Bus Stops	0.00	150.00	150.00		150.00	150.00	0.00
	Footpaths	0.00	440.00	440.00		440.00	440.00	0.00
		5,636.86	5,790.00	153.14		5,790.00	5,790.00	0.00
	Safety	126.40	250.00	123.60		250.00	250.00	0.00
		126.40	250.00	123.60		250.00	250.00	0.00
	S137 Grants							
	S137 grants	1,500.00	2,000.00	500.00		2,000.00	2,000.00	0.00
		1,500.00	2,000.00	500.00		2,000.00	2,000.00	0.00
	Total Daymenta	14,047.06	14,920.00	872.94		14,920.00	14,920.00	0.00
	Total Payments	14,047.00	14,920.00	072.94		14,920.00	14,920.00	0.00
	VAT	0.00	0.00	0.00		250.00	0.00	(250.00)
	Total Payments after VAT	14,047.06	14,920.00	872.94		15,170.00	14,920.00	(250.00)
		Actual £	Budget £	Difference		Actual £	Budget £	Difference
		To Date	To Date	£		Projected	For Year	£
	Grant	0.00	500.00	(500.00)		500.00	500.00	0.00
	Bank Interest	8.23	50.00	(41.77)		50.00	50.00	0.00
	Communication	315.00	500.00	(185.00)		500.00	500.00	0.00
	Allotment	87.50	250.00	(162.50)		250.00	250.00	0.00
	Recreation Ground	4,570.00	5,200.00	(630.00)		5,200.00	5,200.00	0.00
	Burial Ground	1,250.00	500.00	750.00		500.00	500.00	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	0.00	250.00	(250.00)		250.00	250.00	0.00
	Vat	0.00	300.00	(300.00)		300.00	300.00	0.00
	Total Receipts before precept	7,481.73	8,801.00	(1,319.27)		8,801.00	8,801.00	0.00
			0.550.05			0.550.00	0 ==0.05	
RECEIPTS	Precept	6,552.00	6,552.00	0.00		6,552.00	6,552.00	0.00
		14,033.73	15,353.00	(1,319.27)	-	15,353.00	15,353.00	0.00
		-13.33	433.00	-446.33		183.00	433.00	250.00

ROWSLEY PARISH COUNCIL PAYMENTS

Image: bit in the state of	DATE	Cheque Paid To/Details	Cleared	Meeting	ADMINISTRATION					Ground Maintenance						Safety	Donations	TOTAL	VAT	TOTAL					
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- -					Salary	Expenses			and rent		tion				Cutting	Ground							Category		
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		I I	1	1	3 525 20	200.00	881 40	25.00	0.00	450 20	1 354 60	338.40	0.00	0.00	3 409 09	1 959 40	267 49	0.00	0.00	0.00	126.40	1 500 00		0.00	
					3,323.20	200.00	001.40	20.00			1,004.00	000.40	0.00	0.00	3,402.30	1,000.40			0.00	0.00					,

Receipts

ROWSLEY PA	ARISH COUNCIL															
RECEIPTS 20	020 - 2021			Totals Budget Revised Budget	6,552.00 6,552.00 6,552.00	0.00 500.00 500.00	8.23 50.00 50.00	315.00 500.00 500.00	87.50 250.00 250.00	4,570.00 5,200.00 5,200.00	0.00 500.00 500.00	1,051.00 1,051.00 1,051.00	200.00 200.00 200.00	0.00 250.00 250.00	0.00 300.00 300.00	14,033.73 15,353.00 15,353.00
Date	Received from	For		Cleared account	Precept	Grant	Interest	Comms	Allotment	Recreation Ground	Burial Ground	DDC Reimburs	Rent	Footpath Grant	VAT	TOTAL
01/04/2020	J & SM Reed	Allotment	BACS	01/04/2020					52.50							52.50
30/04/2020	Peacock	Parish Mag Ad	BACS	30/04/2020				30.00								30.00
30/04/2020	KEMS Ltd	Parish Mag Ad	BACS	30/04/2020				15.00								15.00
30/04/2020	DDDC	Precept	BACS	30/04/2020	6,552.00											6,552.00
30/04/2020	RBS	Interest	RBS	30/04/2020			2.89									2.89
26/05/2020	Mettams	J Cohen funeral	249	27/05/2020							250.00					250.00
26/05/2020	Darley Dale Garage	Parish Mag Ad	249	27/05/2020				15.00								15.00
26/05/2020	Franklins Solicitors	Parish Mag Ad	249	27/05/2020				15.00								15.00
03/06/2020	DCC	Rent	BACS	03/06/2020									50.00			50.00
29/05/2020	RBS	Interest	RBS	29/05/2020			3.72									3.72
12/06/2020	J Wildgoose	Allotment	BACS	12/06/2020					35.00							35.00
22/06/2020	Treasure Trove	Car boot takings	BACS	22/06/2020						136.00						136.00
30/06/2020	RBS	Interest	RBS	30/06/2020			0.19									0.19
06/07/2020	Treasure Trove	Car boot takings	BACS	06/07/2020						300.00						300.00
20/07/2020	Treasure Trove	Car boot takings	BACS	20/07/2020						277.00						277.00
20/07/2020	Treasure Trove	Car boot takings	BACS	20/07/2020						289.00						289.00
31/07/2020	RBS	Interest	RBS	31/07/2020			0.18									0.18
03/08/2020	Treasure Trove	Car boot takings	BACS	03/08/2020						507.00						507.00
10/08/2020	Treasure Trove	Car boot takings	BACS	10/08/2020						298.00						298.00
17/08/2020	Treasure Trove	Car boot takings	BACS	17/08/2020						75.00						75.00
24/08/2020	Treasure Trove	Car boot takings	BACS	24/08/2020						247.00						247.00
28/08/2020	RBS	Interest	RBS	28/08/2020			0.16									0.16
04/09/2020	DCC	Rent	BACS	04/09/2020			0.10						50.00			50.00
14/09/2020	Treasure Trove	Car boot takings	BACS	14/09/2020						854.00						854.00
30/09/2020	Rowsley 86	Rec Hire	BACS	30/09/2020						330.00						330.00
30/09/2020	RBS	Interest	RBS	30/09/2020			0.18			000.00						0.18
30/10/2020	RBS	Interest	RBS	30/10/2020			0.16									0.16
04/12/2020	DCC	Rent	BACS	04/12/2020			0.10						50.00			50.00
30/11/2020	RBS	Interest	RBS	30/11/2020			0.16						00.00			0.16
18/12/2020	Bowling Green	Parish Mag Ad	BACS	18/12/2020				15.00								15.00
21/12/2020	Matlock Storage	Parish Mag Ad	BACS	21/12/2020				15.00								15.00
22/12/2020	Peak Oil	Parish Mag Ad	BACS	22/12/2020				15.00								15.00
22/12/2020	R Young Florists	Parish Mag Ad	BACS	22/12/2020				15.00								15.00
22/12/2020	KEMS Ltd	Parish Mag Ad	BACS	22/12/2020				15.00								15.00
24/12/2020	DDDC	Reimbursable	BACS	24/12/2020				. 2.00				1,051.00				1,051.00
30/12/2020	Greatorex	Expenditure Parish Mag Ad	BACS	30/12/2020				30.00								30.00
31/12/2020	RBS	Interest	RBS	31/12/2020			0.15									0.15
08/01/2021	Rowsley Post Office	Parish Mag Ad	BACS	08/01/2021				30.00								30.00
11/01/2021	N G Tomlinson	Parish Mag Ad	BACS	11/01/2021				15.00								15.00
18/01/2021	Cambrian Business	Parish Mag Ad	BACS	18/01/2021				15.00								15.00
19/01/2021	Peacock	Parish Mag Ad	BACS	19/01/2021				30.00								30.00
25/01/2021	Millwod Joinery	Parish Mag Ad	BACS	25/01/2021				30.00								30.00
25/01/2021	Arbutus & Ivy	Parish Mag Ad	BACS	25/01/2021				15.00								15.00
29/01/2021	RBS	Interest	RBS	29/01/2021			0.13									0.13
02/02/2021	Treasure Trove	Car boot takings	RBS	02/02/2021						1,257.00						1,257.00
03/02/2021	Jepsons	Funeral	BACS	03/02/2021							1,000.00					1,000.00
26/02/2021	RBS	Interest	RBS	26/02/2021			0.14									0.14
03/03/2021	DCC	Rent	BACS	03/03/2021									50.00			50.00
31/03/2021	RBS	Interest	RBS	31/03/2021			0.17									0.17
																0.00
			1													0.00
			1		6,552.00	0.00	8.23	315.00	87.50	4,570.00	1,250.00	1,051.00	200.00	0.00	0.00	14,033.73

LOCALISM ACT 2011

ROWSLEY PARISH COUNCIL CODE OF CONDUCT MAY 2021

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

l 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
 - o GDPR 2018
 - Freedom of Information Act 2000
 - o Bribery Act 2010
 - o 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.