

ROWSLEY PARISH COUNCIL

Clerk: Sian Bacon

Phone: 07545704384

Email: rowsleyparishcouncil@gmail.com

Web: www.rowsleyparishcouncil.co.uk

17th May 2021

Dear Councillor,

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

		<i>Action Required</i>
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: <ul style="list-style-type: none">• 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: www.rowsleyparishcouncil.co.uk

ANNUAL GENERAL MEETING MINUTES

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

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

		<i>Action Required</i>		
1.	Election of Chairman Cllr Bean nominated Cllr Potter and Cllr Hockley seconded. This was unanimously approved.			
2.	Election of Vice-Chairman Cllr Potter nominated Cllr Bean and Cllr Friend seconded. This was unanimously approved.			
3.	Apologies for absence were received from Cllr Bones and PCSO Boswell			
4.	The Minutes of the Annual General Meeting held on 21 st May 2018 were approved			
5.	The Annual Governance Statement 2018/19 was approved and will be submitted.			Clerk
6.	The Annual Accounting Statement 2018/19 was approved and will be submitted			Clerk
7.	The Internal Audit for 2018/19 was noted			
	Accounts for the year 2017-2018 The 2016-2017 internally audited accounts were approved.			
		RBS Current £	RBS Reserve £	Summary £
	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		
		<u>50.00</u>	<u>18,147.20</u>	<u>18,197.20</u>
	Unpresented chqs			0.00
	Unpresented receipts			0.00
	Balance	<u>50.00</u>	<u>18,147.20</u>	<u>18,197.20</u>
	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
				0.00
		<u>350.00</u>	<u>17,847.20</u>	<u>18,197.20</u>
	difference	-300.00	300.00	0.00

Chairman's Signature Date.....

8.	Appointments to outside bodies: <ul style="list-style-type: none"> • 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

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	50.00	17,578.37	17,628.37
plus : receipts	14,025.50	-13.33	
less : payments	-14,047.06		
To deposit	21.56		
	<u>50.00</u>	<u>17,565.04</u>	<u>17,615.04</u>
Unpresented chqs			0.00
Unpresented receipts			0.00
Balance	<u>50.00</u>	<u>17,565.04</u>	<u>17,615.04</u>
Bank : Current A/C - 31/03/21	50.00	0.00	50.00
Deposit A/C - 31/03/21	0.00	17,565.04	17,565.04
	<u>50.00</u>	<u>17,565.04</u>	<u>17,615.04</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 31/03/21			Full Year Projection		
RECEIPTS & PAYMENTS 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 Payments	14,047.06	14,920.00	872.94	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
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

Payments

ROWSLEY PARISH COUNCIL
PAYMENTS

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 Gardens/ Burial Ground	Bus Stops	Footpaths	By Category	By Item					
					Budget	Revised Budget																					
27/04/2020	BACS	Game & Co Insurers		27/04/2020		4,500.00	300.00	200.00	140.00	100.00	190.00	1,000.00	400.00	0.00	50.00	3,000.00	1,200.00	500.00	500.00	150.00	440.00	250.00	2,000.00	14,920.00	250.00	15,170.00	
27/04/2020	BACS	S Bacon - Work from Home 1/2		27/04/2020		4,500.00	300.00	200.00	140.00	100.00	190.00	1,000.00	400.00	0.00	50.00	3,000.00	1,200.00	500.00	500.00	150.00	440.00	250.00	2,000.00	14,920.00	250.00	15,170.00	
27/04/2020	BACS	S Bacon - Clerk's Wages		27/04/2020																							
27/04/2020	BACS	Sharon Press - Magazine Printing		27/04/2020		280.10																					
25/05/2020	BACS	DALC - Yearly Subscription		25/05/2020						244.06		86.00															
25/05/2020	BACS	Game & Co Insurers		25/05/2020																							
25/05/2020	BACS	DDC - Bin Emptying		25/05/2020																							
28/05/2020	BACS	S Bacon - Clerk's Wages		28/05/2020		280.10																					
08/06/2020	BACS	Haddon Landscapes		08/06/2020																							
08/06/2020	BACS	A Carson - Fence repairs		08/06/2020																							
08/06/2020	BACS	Sharon Press - Magazine Printing		08/06/2020																							
08/06/2020	BACS	Sharon Press - Magazine Printing		08/06/2020																							
15/06/2020	DD	BT - Website		15/06/2020																							
29/06/2020	BACS	S Bacon - Clerk's Wages		29/06/2020		297.50																					
01/07/2020	DD	ICO - Data protection fee		01/07/2020						35.00																	
20/07/2020	BACS	V Friend - Mag delivery		20/07/2020																							
20/07/2020	BACS	Haddon Estates - Allotment rent		20/07/2020																							
22/07/2020	BACS	S Bacon - Clerk's Wages		22/07/2020		285.70																					
29/07/2020	BACS	Haddon Landscapes		29/07/2020																							
29/07/2020	BACS	B Wood - Audit		29/07/2020																							
29/07/2020	BACS	Playsafety - inspection		29/07/2020																							
27/08/2020	BACS	A Carson - repairs		27/08/2020																							
27/08/2020	BACS	S Bacon - Clerk's Wages		27/08/2020		285.90																					
27/08/2020	BACS	HMRC		27/08/2020																							
01/09/2020	BACS	S Bacon - WFH 1/2		01/09/2020																							
27/08/2020	BACS	Sharon Press - Magazine Printing		27/08/2020																							
15/09/2020	DD	BT - Website		15/09/2020																							
22/09/2020	BACS	S Bacon - Clerk's Wages		22/09/2020		333.30																					
22/09/2020	BACS	HMRC - PAYE		22/09/2020																							
19/10/2020	BACS	Haddon Landscapes		19/10/2020																							
19/10/2020	BACS	S Cordlingly - Website Accesability		19/10/2020																							
19/10/2020	BACS	S Bacon - Clerk's Wages		19/10/2020		293.80																					
28/10/2020	BACS	HMRC - PAYE		28/10/2020																							
25/11/2020	BACS	S Bacon - Clerk's Wages		25/11/2020		293.80																					
15/12/2020	DD	BT - Website		15/12/2020																							
17/12/2020	BACS	s137 Village Hall Grant		17/12/2020																							
17/12/2020	BACS	S Bacon - Clerk's Wages		17/12/2020		293.80																					
17/12/2020	BACS	HMRC - PAYE		17/12/2020																							
17/12/2020	BACS	Sharon Press - Magazine Printing		17/12/2020																							
17/12/2020	BACS	Sharon Press - Magazine Printing		17/12/2020																							
17/12/2020	BACS	Sharon Press - Magazine Printing		17/12/2020																							
17/12/2020	BACS	HMRC - PAYE		17/12/2020																							
29/12/2020	BACS	Jigsaw Foodbank		29/12/2020																							
29/12/2020	BACS	A Carson - Rec Fence Repairs		29/12/2020																							
29/12/2020	BACS	A6 Tree Care - Rec tree felling		29/12/2020																							
18/01/2021	BACS	V Friend - Mag delivery		18/01/2021																							
18/01/2021	BACS	S Bacon - Clerk's Wages		18/01/2021		293.60																					
24/02/2021	BACS	Sharon Press - Magazine Printing		24/02/2021																							
24/02/2021	BACS	S Bacon - Clerk's Wages		24/02/2021		293.80																					
15/03/2021	BACS	BT - Website		15/03/2021																							
29/03/2021	BACS	Sharon Press - Magazine Printing		29/03/2021																							
29/03/2021	BACS	DALC - Yearly Subscription		29/03/2021																							
29/03/2021	BACS	S Bacon - Clerk's Wages		29/03/2021		293.80																					
29/03/2021	BACS	PPPF - Subs 2/22		29/03/2021																							
29/03/2021	BACS	V Friend - Seedballs		29/03/2021																							
31/03/2021	BACS	HMRC - PAYE		31/03/2021																							
31/03/2021	BACS	HMRC - PAYE		31/03/2021																							
31/03/2021	BACS	HMRC - PAYE		31/03/2021																							
						3,525.20	200.00	881.40	25.00	0.00	459.20	1,354.60	338.40	0.00	0.00	3,409.98	1,959.40	267.48	0.00	0.00	0.00	126.40	1,500.00	14,047.06	0.00	14,047.06	
										6,783.80												126.40	1,500.00	14,047.06	0.00	14,047.06	

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

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
 - GDPR 2018
 - 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.