

**ROWSLEY PARISH COUNCIL**

Clerk: Sian Bacon

Phone: 07545704384

Email: [rowsleyparishcouncil@gmail.com](mailto:rowsleyparishcouncil@gmail.com)

Web: [www.rowsleyparishcouncil.co.uk](http://www.rowsleyparishcouncil.co.uk)

16<sup>th</sup> May 2023

Dear Councillor,

You are summoned to attend the Rowsley Parish Council Annual Parish Council Meeting on **22<sup>nd</sup> May 2023 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 PARISH COUNCIL MEETING AGENDA**

		<i>Action Required</i>
1.	Election of Chairman	Approval
2.	Election of Vice-Chairman	Approval
3.	Apologies for absence	To note
4.	To confirm the Minutes of the Annual General Meeting held on 23 <sup>rd</sup> May 2022	Approval
5.	To Approve the Annual Governance Statement 2022/23	Approval
6.	To Approve the Annual Accounting Statement 2022/23	Approval
7.	To Note the Internal Audit Report for the Accounts 2022/23	To note
8.	Accounts for the year 2022/23 – Appendix 1	Approval
9.	Appointments to outside bodies: <ul style="list-style-type: none"><li>• Outside bodies</li><li>• Village Hall Committee</li></ul>	Approval
10.	Code of Conduct	Approval
11.	Register of Interest Forms	Completed
12.	APCM Closed move on to Council meeting	

**DATE OF NEXT APCM**

- Monday 27<sup>th</sup> May 2024 to be Held at 7.30pm in the Village Hall

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

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**ANNUAL PARISH COUNCIL MEETING MINUTES**

**For the meeting held on 23<sup>rd</sup> May 2022 in The WI Room, Village Hall, Rowsley**

**Councillors present:** Kath Potter                      Robert Hockley                      **Apologies:**                      Cllr M Buckler (DDDC)  
 Richard Bean                                      Victoria Friend  
 Jo Wildgoose                                      Kevin Rowney  
**Others:**                                      Sian Bacon (Clerk) Cllr S Hobson (DCC)

		<i>Action Required</i>																																																												
1.	Election of Chairman Cllr Potter nominated Cllr Friend and Cllr Rowney seconded. This was unanimously approved.  Thanks were given to Cllr Kath Potter for her many years of dedicated service as a Councillor and Chair.																																																													
2.	Election of Vice-Chairman Cllr Wildgoose nominated Cllr Rowney and Cllr Hockley seconded. This was unanimously approved.																																																													
3.	Apologies for absence were received from Cllr Buckler (DDDC)																																																													
4.	The Minutes of the Annual General Meeting held on 24 <sup>th</sup> May 2021 were approved																																																													
5.	The Annual Governance Statement 2021/22 was approved and will be submitted.	Clerk																																																												
6.	The Annual Accounting Statement 2021/22 was approved and will be submitted	Clerk																																																												
7.	The Certificate of Exemption 2021/22 was approved and will be submitted	Clerk																																																												
8.	The Internal Audit for 2021/22 was noted																																																													
9.	<p>Accounts for the year 2021/22 The 2021-2022 internally audited accounts were approved.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%; text-align: right;">RBS Current £</th> <th style="width: 15%; text-align: right;">RBS Reserve £</th> <th style="width: 30%; text-align: right;">Summary £</th> </tr> </thead> <tbody> <tr> <td>Cash Book</td> <td></td> <td></td> <td></td> </tr> <tr> <td>  :</td> <td></td> <td></td> <td></td> </tr> <tr> <td>    Bal b/fwd current A/C 1st April 2021</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">17,565.04</td> <td style="text-align: right;">17,615.04</td> </tr> <tr> <td>    plus : receipts</td> <td style="text-align: right;">16,090.90</td> <td style="text-align: right;">-855.01</td> <td></td> </tr> <tr> <td>    less : payments</td> <td style="text-align: right;">-16,948.03</td> <td></td> <td></td> </tr> <tr> <td>    To deposit</td> <td style="text-align: right;">857.13</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">50.00</td> <td style="text-align: right; border-top: 1px solid black;">16,710.03</td> <td style="text-align: right; border-top: 1px solid black;">16,760.03</td> </tr> <tr> <td>    Unpresented chqs</td> <td></td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>    Unpresented receipts</td> <td></td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>    Balance</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">50.00</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">16,710.03</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">16,760.03</td> </tr> <tr> <td>Bank :</td> <td></td> <td></td> <td></td> </tr> <tr> <td>    Current A/C - 31/03/22</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>    Deposit A/C - 31/03/22</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">16,710.03</td> <td style="text-align: right;">16,710.03</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>		RBS Current £	RBS Reserve £	Summary £	Cash Book				:				Bal b/fwd current A/C 1st April 2021	50.00	17,565.04	17,615.04	plus : receipts	16,090.90	-855.01		less : payments	-16,948.03			To deposit	857.13				50.00	16,710.03	16,760.03	Unpresented chqs			0.00	Unpresented receipts			0.00	Balance	50.00	16,710.03	16,760.03	Bank :				Current A/C - 31/03/22	50.00	0.00	50.00	Deposit A/C - 31/03/22	0.00	16,710.03	16,710.03				0.00	
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Chairman's Signature ..... Date.....

		<b>50.00</b>	<b>16,710.03</b>	<b>16,760.03</b>
	difference	0.00	0.00	0.00
10.	Appointments to outside bodies: <ul style="list-style-type: none"> <li>• Outside bodies – Cllr Potter</li> <li>• Village Hall Committee – Cllr Rowney &amp; Cllr Wildgoose</li> <li>• Caudwell’s Mill – no available</li> </ul>			
11.	Code of Conduct This was approved			
12.	Register of Interest Forms These have been completed by all Councillors.			All
13.	AGM Closed move on to Council meeting at 7.47pm			

DATE OF NEXT AGM

- Monday 22<sup>nd</sup> May 2023 –held at 7.30pm in the Village Hall

**Rowsley Parish Council**

Bank Rec. As at 31st March 2023

	RBS Current £	RBS Reserve £	Summary £
Cash Book : Bal b/fwd current A/C 1st April 2022	50.00	16,710.03	16,760.03
plus : receipts	17,427.00	3,656.56	
less : payments	-13,860.93		
To deposit	-3,566.07		
	<u>50.00</u>	<u>20,366.59</u>	<u>20,416.59</u>
Unpresented chqs			0.00
Unpresented receipts			0.00
Balance	<u><b>50.00</b></u>	<u><b>20,366.59</b></u>	<u><b>20,416.59</b></u>
Bank : Current A/C - 31/03/23	50.00	0.00	50.00
Deposit A/C - 31/03/23	0.00	20,366.59	20,366.59
	<u>50.00</u>	<u>20,366.59</u>	<u>0.00</u>
	<u><b>50.00</b></u>	<u><b>20,366.59</b></u>	<u><b>20,416.59</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 31/03/2023			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2022/23		12					
Date	31st March 2023	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	12	To Date	To Date	£	Projected	For Year	£
<b>PAYMENTS</b>	<b>Administration</b>						
	Clerk's salary	3,706.90	4,500.00	793.10	4,500.00	4,500.00	0.00
	Clerk's expenses	100.00	300.00	200.00	300.00	300.00	0.00
	PAYE	926.60	500.00	(426.60)	500.00	500.00	0.00
	Audit fees	45.00	50.00	5.00	50.00	50.00	0.00
	Hall Hire & Rent	102.50	0.00	(102.50)	0.00	0.00	0.00
	Subscriptions	0.00	300.00	300.00	300.00	300.00	0.00
	Communication including website and parish magazine	1,321.92	1,500.00	178.08	1,500.00	1,500.00	0.00
	Insurance	409.30	400.00	(9.30)	400.00	400.00	0.00
	Snow	0.00	0.00	0.00	0.00	0.00	0.00
	Training	125.00	200.00	75.00	200.00	200.00	0.00
		6,737.22	7,750.00	1,012.78	7,750.00	7,750.00	0.00
	<b>Ground Maintenance</b>						
	Grass cutting	2,306.00	3,000.00	694.00	0.00	3,000.00	3,000.00
	Recreation Ground	2,673.19	10,500.00	7,826.81	10,500.00	10,500.00	0.00
	Allotment	720.00	500.00	(220.00)	3,000.00	500.00	(2,500.00)
	Community Garden	37.25	150.00	112.75	200.00	150.00	(50.00)
	Bus Stops	0.00	0.00	0.00	500.00	0.00	(500.00)
	Footpaths	0.00	440.00	440.00	150.00	440.00	290.00
		5,736.44	14,590.00	8,853.56	14,350.00	14,590.00	240.00
	Safety	0.00	250.00	250.00	250.00	250.00	0.00
		0.00	250.00	250.00	250.00	250.00	0.00
	<b>S137 Grants</b>						
	S137 grants	932.15	2,000.00	1,067.85	2,000.00	2,000.00	0.00
		932.15	2,000.00	1,067.85	2,000.00	2,000.00	0.00
	<b>Total Payments</b>	<b>13,405.81</b>	<b>24,590.00</b>	<b>11,184.19</b>	<b>24,350.00</b>	<b>24,590.00</b>	<b>240.00</b>
	VAT	455.12	0.00	(455.12)	250.00	0.00	(250.00)
	<b>Total Payments after VAT</b>	<b>13,860.93</b>	<b>24,590.00</b>	<b>10,729.07</b>	<b>24,600.00</b>	<b>24,590.00</b>	<b>(10.00)</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	500.00	200.00	300.00	200.00	200.00	0.00
	Bank Interest	90.49	10.00	80.49	10.00	10.00	0.00
	Communication	505.00	300.00	205.00	300.00	300.00	0.00
	Allotment	195.00	300.00	(105.00)	300.00	300.00	0.00
	Recreation Ground	5,164.00	6,000.00	(836.00)	6,000.00	6,000.00	0.00
	Burial Ground	2,000.00	500.00	1,500.00	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	1,260.00	250.00	1,010.00	250.00	250.00	0.00
	Vat	0.00	300.00	(300.00)	300.00	300.00	0.00
	<b>Total Receipts before precept</b>	<b>10,965.49</b>	<b>9,111.00</b>	<b>1,854.49</b>	<b>9,111.00</b>	<b>9,111.00</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>17,517.49</b>	<b>15,663.00</b>	<b>1,854.49</b>	<b>15,663.00</b>	<b>15,663.00</b>	<b>0.00</b>
		<b>3,656.56</b>	<b>-8,927.00</b>	<b>12,583.56</b>	<b>-8,937.00</b>	<b>-8,927.00</b>	<b>10.00</b>





# LOCALISM ACT 2011

## ROWSLEY PARISH COUNCIL CODE OF CONDUCT MAY 2022

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.