

# **BASLOW AND BUBNELL PARISH COUNCIL**

## **ANNUAL TRANSPARENCY DOCUMENT**

### Contents:

- Audit return for year ending 31<sup>st</sup> March 2017 including governance statement
- 2016-2017 accounts showing all expenditure and income
- Code of conduct

If you require any further information please contact the Parish Council Clerk on 01629 732365 or [clerkbaslowbubnell@googlemail.com](mailto:clerkbaslowbubnell@googlemail.com)



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

## Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014



## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

BASLOW AND BOSWELL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	X		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.	X		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	X		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.	X		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	X		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.	X		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	X		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			X

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

16/05/2017

and recorded as minute reference:

OSB7AGM06

Signed by Chair at meeting where approval is given:

CH

Clerk:

SPW

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



## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

BASLOW AND BURNELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	67243	59639	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	14150	14574	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8463	9089	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	5758	5078	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	24458	11645	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	59639	66579	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	59639	66579	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	23852	23852	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*[Signature]*

Date

16/05/2017

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

16/05/2017

and recorded as minute reference:

*[Signature]* OS17AGHCS

Signed by Chair at meeting where approval is given:

*[Signature]*

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

BASLOW AND BOSWELL PARISH COUNCIL

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

See attached

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~ that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

27.7.2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

BASING AND BURNELL PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No petty cash
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

Brian Wood

Signature of person who carried out the internal audit

*Brian Wood*

Date

11.05.2017

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	NA
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

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

DBY020 Baslow and Bubnell Parish Council

External Auditor Report for the year ended 31 March 2017

**Matters reported**

None

**Other matters not affecting our opinion which we wish to draw to the attention of the authority**

**Order of signing the Annual governance statement (Section 1) and the Accounting statements (Section 2)**

The Parish Council considered, approved and signed the Annual Governance Statement (Section 1) and Accounting Statements (Section 2) on the same day. It is clear from the minute reference that the Accounting Statements were approved before the Annual Governance Statement. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting statements at Section 2 by resolution of members of the authority meeting as a whole. This is explicit at sections 6(3) and 6(4) of the Regulations (Review of internal control system), where in particular, it states at 6(4)(a) that the Annual Governance Statement must be 'approved in advance of the relevant authority approving the statement of accounts ...' This is also reinforced in the 2016 Practitioners' Guide (at 1.43) which highlights mandatory 'proper practices' referred to in statute. In future, the Parish Council must comply with statute and proper practices and ensure that the Annual Governance Statement is considered, approved and signed before the Accounting statements. This may be done at the same meeting as long as it is in the right order and the minute references make this clear.

**Additional work required**

None

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 27 July 2017

Our ref DBY020



**Baslow and Bubnell Parish Council**  
**Bank Rec. As at 8th April 2017**

	RBS Current £	RBS Reserve £	HSBC Community £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2016	500.00	28,807.38	30,331.20	59,638.58	
plus : receipts	23,648.47	14.97		23,663.44	
less : payments	-16,722.80			-16,722.80	
unpresented items				0.00	
transferred to reserve a/c	-6,925.67	6,925.67		0.00	
	<u>500.00</u>	<u>35,748.02</u>	<u>30,331.20</u>	<u>66,579.22</u>	0.00
Unpresented chqs				0.00	
Unpresented receipts				0.00	
Balance	<u>500.00</u>	<u>35,748.02</u>	<u>30,331.20</u>	<u>66,579.22</u>	
Bank : Current A/C - 11/4/17	500.00			500.00	
Deposit A/C - 11/4/17	0.00	35,748.02	30,331.20	66,079.22	
				0.00	
Balance at bank	<u>500.00</u>	<u>35,748.02</u>	<u>30,331.20</u>	<u>66,579.22</u>	
difference	0.00	0.00	0.00	0.00	
Signed by Responsible Finance Officer			Date		
Signed by Chairman			Date		

RESERVES		RBS Current £	RBS Reserve £	HSBC High Interest £	Total £	
Current Bank Balance as per cashbook and bank statements Start of Year		500.00	28,807.38	30,331.20	59,638.58	-6,940.64
*	New Playarea reserve			25,331.20		
*	Transfer to HSBC			5,000.00		
*	New Playarea reserve additions -flexible		10,000.00			
	Repair existing palyground equipment		1,000.00			
	Benches reserve (Accrued annually / spend every 2 yrs)		450.00			
	Orchard reserve		0.00			
	Grit bin reserve from 13/14		750.00			
	Maintenance in burial ground (tree removal)		0.00			
	Election year		1,500.00			
	Website improvement		1,000.00			
	General reserve	500.00	8,000.00			
		<u>500.00</u>	<u>22,700.00</u>	<u>30,331.20</u>	<u>53,531.20</u>	0.00
				difference	-6,107.38	
*	total amount for play area					
	40,331.20					

Monthly Budget Monitoring

BASLOW AND BUBNELL PARISH COUNCIL		Year to Date at 08.04.17			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2016 - 2017		12					
Date	8th April 2017	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	12	To Date	To Date	£	Projected	For Year	£
<b>PAYMENTS</b>	<b>Administration</b>						
	Clerk's salary	5,077.50	5,808.00	730.50	5,544.00	B 5,808.00	264.00
	Clerk's expenses	238.92	340.00	101.08	400.00	B 340.00	(60.00)
	Parish Mobile phone	72.00	36.00	(36.00)	26.00	B 36.00	10.00
	Councillor's expenses (travel & sub - £10 / person)	29.45	100.00	70.55	100.00	B 100.00	0.00
	Training	60.00	250.00	190.00	250.00	B 250.00	0.00
	Audit fees	276.80	200.00	(76.80)	300.00	B 200.00	(100.00)
	Room hire	292.00	350.00	58.00	350.00	B 350.00	0.00
	Subscription DALC + PPP Forum	386.85	125.00	(261.85)	350.00	B 125.00	(225.00)
	Website maintenance	423.98	500.00	76.02	500.00	B 500.00	0.00
	Insurance	412.30	1,000.00	587.70	750.00	B 1,000.00	250.00
	Stationery, Printing and Adverts	113.96	650.00	536.04	636.00	B 650.00	14.00
		7,383.76	9,359.00	1,975.24	9,206.00	9,359.00	153.00
	<b>Burial Ground</b>						
	Maintenance	150.00	300.00	150.00	300.00	B 300.00	0.00
	Rates inc. water	27.43	150.00	122.57	95.00	B 150.00	55.00
	Refuse removal	0.00	100.00	100.00	100.00	B 100.00	0.00
	Grass cut	900.00	660.00	(240.00)	660.00	B 660.00	0.00
	Association of Burial Authorities subscription	0.00	0.00	0.00	70.00	B 0.00	(70.00)
		1,077.43	1,210.00	132.57	1,225.00	1,210.00	(15.00)
	<b>Amenity Area</b>						
	Grass cutting	906.62	1,000.00	93.38	1,000.00	B 1,000.00	0.00
	Other Maintenance	160.00	0.00	(160.00)	160.00	B 0.00	(160.00)
		1,066.62	1,000.00	(66.62)	1,160.00	1,000.00	(160.00)
	<b>Old Ford</b>						
	Grass cutting	160.00	180.00	20.00	180.00	B 180.00	0.00
		160.00	180.00	20.00	180.00	180.00	0.00
	<b>Playground</b>						
	Grass Cutting	326.62	2,000.00	1,673.38	120.00	B 2,000.00	1,880.00
	Safety Inspection	66.50	140.00	73.50	66.50	B 140.00	73.50
	Maintenance	0.00	500.00	500.00	400.00	B 500.00	100.00
		393.12	2,640.00	2,246.88	586.50	2,640.00	2,053.50
	<b>Misc</b>						
	Village clock maintenance	392.00	200.00	(192.00)	116.67	B 200.00	83.33
	Bench - maintenance	1,232.50	400.00	(832.50)	0.00	B 400.00	400.00
	Grit Bins x 5 / 2 x fills	0.00	375.00	375.00	750.00	B 375.00	(375.00)
	Grit - store for paths/roads	75.00	0.00	(75.00)	75.00	B 0.00	(75.00)
	Handy person project	0.00	0.00	0.00	0.00	B 0.00	0.00
	Election Costs	0.00	0.00	0.00	0.00	B 0.00	0.00
	Parish Paths	380.00	0.00	(380.00)	380.00	B 0.00	(380.00)
	Dog Bins	0.00	0.00	0.00	0.00	B 0.00	0.00
	Contingency	0.00	0.00	0.00	0.00	B 0.00	0.00
		2,079.50	975.00	(1,104.50)	1,321.67	975.00	(346.67)
	<b>S137 Grants</b>						
	S137 grants (incl Village Hall donations)	500.00	1,500.00	1,000.00	1,500.00	B 1,500.00	0.00
		500.00	1,500.00	1,000.00	1,500.00	1,500.00	0.00
<b>WORKING PARTIES</b>						All WP Expend from Reserves	
	<b>WP - New Playground</b>	3,187.33	40,000.00	36,812.67	1,500.00	B 40,000.00	38,500.00
	<b>WP - Emergency Planning</b>	0.00	0.00	0.00	0.00	B 0.00	0.00
	<b>WP - Orchard</b>	0.00	0.00	0.00	0.00	B 0.00	0.00
	<b>WP - Communication</b>	0.00	0.00	0.00	0.00	B 0.00	0.00
		3,187.33	40,000.00	36,812.67	1,500.00	40,000.00	38,500.00
	<b>Total Payments</b>	15,847.76	56,864.00	41,016.24	16,679.17	56,864.00	40,184.83
	VAT	875.04	0.00	(875.04)	0.00	0.00	0.00
	<b>Total Payments after VAT</b>	16,722.80	56,864.00	40,141.20	16,679.17	56,864.00	40,184.83
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
<b>RECEIPTS</b>							
	Bank Interest	14.97	15.00	(0.03)	0.00	B 15.00	-15.00
	Council Tax Grant	129.00	128.74	0.26	128.74	A 128.74	0.00
	DDCC Reimbursements	999.00	999.00	0.00	999.00	B 999.00	0.00
	DCC Footpath Grant (Right of way Grant)	497.00	385.00	112.00	385.00	B 385.00	0.00
	Burial Ground	1,682.17	0.00	1,682.17	1,111.00	B 0.00	1,111.00
	Website	160.00	0.00	160.00	0.00	B 0.00	0.00
	Donations	5,015.59	0.00	5,015.59	0.00	B 0.00	0.00
	Vat	591.71	0.00	591.71	0.00	B 0.00	0.00
	<b>Total Receipts before precept</b>	9,089.44	1,527.74	7,561.70	2,623.74	1,527.74	1,096.00
	Precept	14,574.00	14,574.00	0.00	14,574.00	A 14,574.00	0.00
<b>TOTAL RECEIPTS Including PRECEPT</b>		23,663.44	16,101.74	7,561.70	17,197.74	16,101.74	1,096.00
<b>PROFIT / (LOSS) for year to 31st March 2017</b>		6,940.64	-40,762.26	47,702.90	518.57	-40,762.26	41,280.83
	<b>Cumulative Bank Balances as at 1st April 2015</b>				59,638.58		
	Forecast surplus in year				518.57		
	<b>Forecast Cumulative Bank Balances as at 31st March 2015</b>				60,157.15		



**BASLOW AND BURNELL PARISH COUNCIL**  
**PAYMENTS 2015 - 2016**

DATE	Cheque	Paid To/Details	Meeting Approval	Cleared Account	ADMINISTRATION										BURIAL GROUND					AMENITY		OLD FORD		PLAYGROUND				
					Clerk's Salary	Clerk's Expenses	Parish Mobile Phone	Councillor's Expenses	Training	Audit Fees	Room Hire	Subs	Website	Insurance	Stationery, Printing and Adverts	Maintenance	Rates	Refuse	Grass cutting	Subscription	Grass Cutting	Other Maintenance	Grass Cutting	Grass Cutting	Safety Inspection	Maintenance	Village clock	
				Budget	5,808.00	340.00	36.00	100.00	250.00	200.00	350.00	125.00	500.00	1,000.00	650.00	300.00	150.00	100.00	660.00	0.00	1,000.00	0.00	180.00	2,000.00	140.00	500.00	200.00	
19/04/2016	1285	S Porter - Clerk Pay and Expenses	19/04/2016	27/04/2016	407.00	20.00	6.00																					
19/04/2016	1286	SB Wrought Iron - Benches	19/04/2016	28/04/2016																								
19/04/2016	1287	S137 - History Group	19/04/2016	27/04/2016																								
19/04/2016	1288	Chatsworth - Rent	19/04/2016	17/05/2016																								
19/04/2016	1289	Smiths of Derby - Clock	19/04/2016	04/05/2016																							193.00	
19/04/2016	1290	PPPF - Subs	19/04/2016	28/04/2016								24.00																
19/04/2016	1291	Methodist Chapel - Room hire	19/04/2016	04/05/2016							72.00																	
17/05/2016	1292	S Porter - Clerk Pay and Expenses	17/05/2016	25/05/2016	429.00	20.00	6.00								7.68													
17/05/2016	1293	William Brindley	17/05/2016	25/05/2016												150.00					116.66			46.66				
17/05/2016	1294	Zurich	17/05/2016	23/05/2016																								
17/05/2016	1295	Ian Trueman Trees	17/05/2016	26/05/2016																								
17/05/2016	1296	Opera - Website management	17/05/2016	26/05/2016									100.00															
21/06/2016	1297	S Porter - Clerk Pay and Expenses	21/06/2016	24/06/2016	430.00	20.00	6.00																					
04/07/2016	1298	William Brindley	21/06/2016	12/07/2016															150.00		116.66	40.00	46.66					
21/06/2016	1299	B Wood - Internal Audit	21/06/2016	29/06/2016						76.80																		
21/06/2016	1300	Playsafety Ltd - ROSPA	21/06/2016	28/06/2016																					66.50			
21/06/2016	1301	Peak ecology	21/06/2016	27/06/2016																								
19/07/2016	1302	S Porter - Clerk Pay and Expenses	19/07/2016	27/07/2016	445.50	20.00	6.00		60.00						7.68													
19/07/2016	1303	William Brindley	19/07/2016	28/07/2016															150.00		116.66	20.00	46.66					
19/07/2016	1304	S Porter - Clerk Pay and Expenses	19/07/2016	27/07/2016	440.00	20.00	6.00																					
20/09/2016	1305	S Porter - Clerk Pay and Expenses	20/09/2016	28/09/2016	231.00	18.92	6.00																					
20/09/2016	1306	William Brindley	20/09/2016	28/09/2016															300.00		293.32	40.00	93.32					
20/09/2016	1307	Grant Thornton - Audit	20/09/2016	27/09/2016						200.00																		
20/09/2016	1308	Methodist Chapel - Room hire	20/09/2016	31/10/2016							96.00																	
20/09/2016	1309	Baslow Village Hall	20/09/2016	05/10/2016							80.00																	
20/09/2016	1310	Opera - Website management	20/09/2016	29/09/2016									123.98															
18/10/2016	1311	S Porter - Clerk Pay and Expenses	18/10/2016	26/10/2016	484.00	20.00	6.00								46.62													
18/10/2016	1312	William Brindley	18/10/2016	28/10/2016															150.00		146.66	20.00	46.66					
18/10/2016	1313	Chatsworth - Rent	18/10/2016	08/11/2016																								
18/10/2016	1314	Cheshire Woodlands	18/10/2016	26/10/2016																								
15/11/2016	1315	S Porter - Clerk Pay and Expenses	15/11/2016	22/11/2016	885.50	40.00	12.00								6.60													
15/11/2016	1316	Winter Festival	15/11/2016	13/12/2016																								
15/11/2016	1317	St Anne's - Christmas Lights	15/11/2016	30/11/2016																								
15/11/2016	1318	J Clay - Burial Ground Bin £120	15/11/2016															0.00										
15/11/2016	1319	Friends of the Peak District Subs	15/11/2016	05/12/2016								50.00																
15/11/2016	1320	Baslow Pottery - Soil improver	15/11/2016	24/11/2016																								
27/01/2017	1321	Hawthorne Removal on roundabout	15/11/2016	16/02/2017																		160.00						
15/11/2016	1322	Village Hall hire	15/11/2016	21/12/2016							44.00																	
15/11/2016	1323	William Brindley	15/11/2016	23/11/2016															150.00		116.66	40.00	46.66					
17/01/2017	1324	S Porter - Clerk Pay and Expenses	17/01/2017	25/01/2017	390.50	20.00	6.00								1.00													
17/01/2017	1325	Cheshire Woodlands	17/01/2017	26/01/2017																								
17/01/2017	1326	Opera - Website management	17/01/2017	01/02/2017									100.00															
21/02/2017	1327	S Porter - Clerk Pay and Expenses	21/02/2017	01/03/2017	495.00	20.00	6.00								13.20													
21/02/2017	1328	DALC - subscription	21/02/2017	11/04/2017								312.85																
21/02/2017	1329	Viking - paper	21/02/2017	01/03/2017											31.18													
21/03/2017	1330	S Porter - Clerk Pay and Expenses	21/03/2017	29/03/2017	440.00	20.00	6.00	29.45																				
21/03/2017	1331	Opera - Website management	21/03/2017	30/03/2017									100.00															
21/03/2017	1332	Smiths of Derby - Clock	21/03/2017	29/03/2017																							199.00	
21/03/2017	1333	Broxap - Bench	21/03/2017	28/03/2017																								
21/03/2017	1334	Severn Trent Water - burial ground	21/03/2017	10/04/2017													27.43											
					5,077.50	238.92	72.00	29.45	60.00	276.80	292.00	386.85	423.98	412.30	113.96	150.00	27.43	0.00	900.00	0.00	906.62	160.00	160.00	326.62	66.50	0.00	392.00	
					7,383.76											1,077.43					1,066.62		160.00		393.12			

**BASLOW AND BURNELL PARISH COUNCIL**  
**PAYMENTS 2015 - 2016**

DATE	Cheque	Paid To/Details	Meeting Approval	Cleared Account	MISCELLANEOUS					DONATIONS		WORKING PARTIES				TOTAL By Category	VAT	TOTAL By Item
					Bench Maintenance	Grit Bins & Salt	Grit Store / Footpaths	Handy Person Project	Election	Parish Paths	Dog Bins	S137	New Playground	Emergency	Orchard	Communication		
				Budget	400.00	375.00	0.00	0.00	0.00	0.00	0.00	1,500.00	40,000.00	0.00	0.00	0.00		
19/04/2016	1285	S Porter - Clerk Pay and Expenses	19/04/2016	27/04/2016													433.00	433.00
19/04/2016	1286	SB Wrought Iron - Benches	19/04/2016	28/04/2016	750.00												750.00	750.00
19/04/2016	1287	S137 - History Group	19/04/2016	27/04/2016								100.00					100.00	100.00
19/04/2016	1288	Chatsworth - Rent	19/04/2016	17/05/2016									50.00				50.00	50.00
19/04/2016	1289	Smiths of Derby - Clock	19/04/2016	04/05/2016													193.00	231.60
19/04/2016	1290	PPPF - Subs	19/04/2016	28/04/2016													24.00	24.00
19/04/2016	1291	Methodist Chapel - Room hire	19/04/2016	04/05/2016													72.00	72.00
17/05/2016	1292	S Porter - Clerk Pay and Expenses	17/05/2016	25/05/2016									17.33				480.01	480.01
17/05/2016	1293	William Brindley	17/05/2016	25/05/2016													313.32	313.32
17/05/2016	1294	Zurich	17/05/2016	23/05/2016													412.30	412.30
17/05/2016	1295	Ian Trueman Trees	17/05/2016	26/05/2016									380.00				380.00	456.00
17/05/2016	1296	Opera - Website management	17/05/2016	26/05/2016													100.00	120.00
21/06/2016	1297	S Porter - Clerk Pay and Expenses	21/06/2016	24/06/2016													456.00	456.00
04/07/2016	1298	William Brindley	21/06/2016	12/07/2016													353.32	353.32
21/06/2016	1299	B Wood - Internal Audit	21/06/2016	29/06/2016													76.80	76.80
21/06/2016	1300	Playsafety Ltd - ROSPA	21/06/2016	28/06/2016													66.50	79.50
21/06/2016	1301	Peak ecology	21/06/2016	27/06/2016									346.00				346.00	415.20
19/07/2016	1302	S Porter - Clerk Pay and Expenses	19/07/2016	27/07/2016													539.18	539.18
19/07/2016	1303	William Brindley	19/07/2016	28/07/2016													333.32	333.32
19/07/2016	1304	S Porter - Clerk Pay and Expenses	19/07/2016	27/07/2016													466.00	466.00
20/09/2016	1305	S Porter - Clerk Pay and Expenses	20/09/2016	28/09/2016													255.92	255.92
20/09/2016	1306	William Brindley	20/09/2016	28/09/2016													726.64	726.64
20/09/2016	1307	Grant Thornton - Audit	20/09/2016	27/09/2016													200.00	240.00
20/09/2016	1308	Methodist Chapel - Room hire	20/09/2016	31/10/2016													96.00	96.00
20/09/2016	1309	Baslow Village Hall	20/09/2016	05/10/2016													80.00	80.00
20/09/2016	1310	Opera - Website management	20/09/2016	29/09/2016													123.98	143.98
18/10/2016	1311	S Porter - Clerk Pay and Expenses	18/10/2016	26/10/2016													556.62	556.62
18/10/2016	1312	William Brindley	18/10/2016	28/10/2016													363.32	363.32
18/10/2016	1313	Chatsworth - Rent	18/10/2016	08/11/2016									50.00				50.00	50.00
18/10/2016	1314	Cheshire Woodlands	18/10/2016	26/10/2016									1,177.00				1,177.00	1,412.40
15/11/2016	1315	S Porter - Clerk Pay and Expenses	15/11/2016	22/11/2016									21.05				965.15	965.15
15/11/2016	1316	Winter Festival	15/11/2016	13/12/2016								200.00					200.00	200.00
15/11/2016	1317	St Anne's - Christmas Lights	15/11/2016	30/11/2016								200.00					200.00	200.00
15/11/2016	1318	J Clay - Burial Ground Bin £120	15/11/2016														0.00	0.00
15/11/2016	1319	Friends of the Peak District Subs	15/11/2016	05/12/2016													50.00	50.00
15/11/2016	1320	Baslow Pottery - Soil improver	15/11/2016	24/11/2016			75.00										75.00	75.00
27/01/2017	1321	Hawthorne Removal on roundabout	15/11/2016	16/02/2017													160.00	160.00
15/11/2016	1322	Village Hall hire	15/11/2016	21/12/2016													44.00	44.00
15/11/2016	1323	William Brindley	15/11/2016	23/11/2016						380.00			175.00				908.32	908.32
17/01/2017	1324	S Porter - Clerk Pay and Expenses	17/01/2017	25/01/2017									42.55				460.05	460.05
17/01/2017	1325	Cheshire Woodlands	17/01/2017	26/01/2017									900.00				900.00	1,080.00
17/01/2017	1326	Opera - Website management	17/01/2017	01/02/2017													100.00	120.00
21/02/2017	1327	S Porter - Clerk Pay and Expenses	21/02/2017	01/03/2017													562.60	562.60
21/02/2017	1328	DALC - subscription	21/02/2017	11/04/2017									28.40				312.85	312.85
21/02/2017	1329	Viking - paper	21/02/2017	01/03/2017													31.18	37.42
21/03/2017	1330	S Porter - Clerk Pay and Expenses	21/03/2017	29/03/2017													495.45	495.45
21/03/2017	1331	Opera - Website management	21/03/2017	30/03/2017													100.00	120.00
21/03/2017	1332	Smiths of Derby - Clock	21/03/2017	29/03/2017													199.00	238.80
21/03/2017	1333	Broxap - Bench	21/03/2017	28/03/2017	482.50												482.50	579.00
21/03/2017	1334	Severn Trent Water - burial ground	21/03/2017	10/04/2017													27.43	27.43
																	0.00	0.00
					1,232.50	0.00	75.00	0.00	0.00	380.00	0.00	500.00	3,187.33	0.00	0.00	0.00	15,847.76	875.04
							2,079.50					500.00		3,187.33			15,847.76	875.04
																		16,722.80



Receipts

BASLOW AND BUBNELL PARISH COUNCIL

	Totals	14,574.00	129.00	0.00	0.00	0.00	14.97	999.00	497.00	1,682.17	160.00	5,015.59	591.71	23,663.44
RECEIPTS 2016 - 2017	Budget	14,574.00	128.74	0.00	15.00	0.00	0.00	999.00	385.00	0.00	1.00	0.00	0.00	16,102.74

Date	Received from	Payment	Cleared account	Precept	Grant	Current Account Interest	Reserve Account Interest	Community Account Interest	Deposit Account Interest	DDC Reimburs	DCC Footpath	Burial Ground	Website Income	Donations Grants	VAT	TOTAL
05/04/2016	DCC	BACS	07/04/2016						1.40							1.40
29/04/2016	DDDC	BACS	29/04/2016	14,574.00	129.00						117.00					117.00
04/05/2016	Tryumph - Website	BACS	04/05/2016										20.00			20.00
05/05/2016	Opera - Website	BACS	05/05/2016										20.00			20.00
06/05/2016	Hulleys - Website	Cheque	12/05/2016										20.00			20.00
11/05/2016	HMRC	BACS	13/05/2016												591.71	591.71
11/05/2016	Rowleys - Website	BACS	11/05/2016										40.00			40.00
29/04/2016	Interest	RBS	29/04/2016						1.15							1.15
31/05/2016	Interest	RBS	29/04/2016						1.85							1.85
17/06/2016	Burial	Cheque	28/06/2016									100.00				100.00
15/06/2016	Hendersons - Website	BACS	14/06/2016										20.00			20.00
01/07/2016	Fishers - website	Cheque	13/07/2016										40.00			40.00
30/06/2016	Interest	RBS	30/06/2016						1.67							1.67
28/07/2016	Devonshire Charitable	Cheque	03/08/2016											5,000.00		5,000.00
29/07/2016	Interest	RBS	29/07/2016						1.58							1.58
31/08/2016	Interest	RBS	31/08/2016						1.88							1.88
10/10/2016	Burial	Cheque	11/10/2016									200.00				200.00
30/09/2016	Interest	RBS	30/09/2016						1.78							1.78
31/10/2016	Interest	RBS	31/10/2016						1.77							1.77
14/11/2016	Percivals - Memorial	Cheque	17/11/2016									35.00				35.00
20/11/2016	Burial	Cheque	15/12/2016									600.00				600.00
08/12/2016	DDDC - Reimbursable	BACS	12/12/2016							999.00						999.00
01/12/2016	Burial	BACS	01/12/2016									100.00				100.00
30/11/2016	Interest	RBS	30/11/2016						0.63							0.63
10/01/2017	Percivals - Memorial	Cheque	19/01/2017									35.00				35.00
30/12/2016	Interest	RBS	30/12/2016						0.31							0.31
30/01/2017	Mettams - burial	Cheque	13/02/2017									600.00				600.00
13/01/2017	DDDC - Footparh grant	BACS	18/01/2017								380.00					380.00
18/01/2017	DDDC - Rates refund	BACS	18/01/2017									12.17				12.17
31/01/2017	Interest	RBS	31/01/2017						0.34							0.34
01/03/2017	Paper contribution from Rowsley PC	Cheque	09/03/2017											15.59		15.59
28/02/2017	Interest	RBS	28/02/2017						0.29							0.29
31/03/2017	Interest	RBS	31/03/2017						0.32							0.32
																0.00
				14,574.00	129.00	0.00	0.00	0.00	14.97	999.00	497.00	1,682.17	160.00	5,015.59	591.71	23,663.44

# Code of Conduct

## June 2012

As a member or co-opted member of Baslow and Bubnell Parish Council, I have a 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 Ward Member
- At briefing meetings with officers and at site visits
- When corresponding with the authority, 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.

**SELFLESSNESS:** 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 arising 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 provides for registration and disclosure of interests and in Baslow and Bubnell 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 Disclosable 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 interests 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 the District Council's Monitoring Officer/Parish Council Clerk 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 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 the 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 me, a friend or a member of my family
- 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 Baslow and Bubnell 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 Council 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 District 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 authority'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.

## APPENDIX A

### DISCLOSABLE PECUNIARY INTERESTS

In accordance with Section 30(3) of the Act a pecuniary interest is a “disclosable pecuniary interest” in relation to a Member, if it is of a description specified below and either

- is an interest of the Member, or
- is an interest of
- the members spouse or civil partner
- a person with whom the member is living as husband and wife, or
- a person with whom the Member is living as if they were civil partners, and the Member is aware that the other person has the interest.

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the member in carrying out duties as a member, or towards the election expenses of the member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
Corporate tenancies	Any tenancy where (to the Member's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest