

BASLOW AND BUBNELL PARISH COUNCIL

ANNUAL TRANSPARENCY DOCUMENT

Contents:

- Audit return for year ending 31st March 2018 including governance statement
- 2017-2018 accounts showing all expenditure and income
- Code of conduct

If you require any further information please contact the Parish Council Clerk on 01629 732365 or clerkbaslowbubnell@googlemail.com

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

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

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

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

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

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

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

Publication Requirements

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

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

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	✓	

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

Baslow and Bubnell Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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

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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

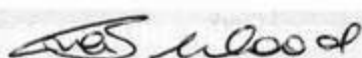
Date(s) internal audit undertaken

10.05.2018

Name of person who carried out the internal audit

Brian Wood

Signature of person who carried out the internal audit



Date

10th May 2018

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Baslow and Bubnell Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

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

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

15.05.18 AGMOS

15/05/18

dated

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

Chairman

CBM

Clerk

SPB

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

Authority web address

www.baslowvillage.com

AUTHORITY WEBSITE ADDRESS

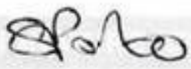
Section 2 – Accounting Statements 2017/18 for

Baslow and Bubnell Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	59639	66579	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	14574	14719	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	9089	5778	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	5078	5210	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	11645	11000	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	66579	70866	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	66579	70866	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	23852	23852	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer


Date 15/05/18

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

15/05/18

and recorded as minute reference:

15.05.18 AGM 06

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



LOCAL COUNCIL NAME

Baslow&Bubnell Parish Council

COUNTY

Derbyshire

BANK RECONCILIATION YEAR ENDED 31 MARCH 2018

		£
A	Balance on the bank statement at 31 March 2018 (taken from bank statement)	70,866
	Outstanding items	
B	Less unpresented cheques (to agree with attached list)	0
C	Plus uncleared payments into bank (to agree with attached list)	0
D	Petty cash	0
	Plus any petty cash balance held at 31 March 2018	
E	Balance in the cash book (council's own records) at 31 March 2018 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)	70,866

There is a high level of reserves as the Parish Council has just entered into a lease to provide a new play area for the village – the Baslow Woodland Area. Spend has started and will happen in 2018-2018.

Explanations of significant variances

We require explanations for significant variances (increases or decreases) of more than 15% between 2017 and 2018 in boxes 2, 3, 4, 5, 6 and 9. Variances of less than 15% or less than £250 need not be explained.

Your explanations must be quantified, ie state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each box are explained and quantified to within 15%.

Guidance is available at paragraph 6 on the back of the 2018 Annual Return and in the *Practitioners' Guide* – available on line at the NALC website.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out below.

Identifying which variances require explanation

Positive and negative variances must be explained

Box on section 1	2017 £	2018 £	Variance Increase (+) or decrease (-) (2018 less 2017) £	% (Variance divided by 2017 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Annual Precept	14,574	14,719	145	1%	NO
Box 3 Total other receipts	9,089	5,778	-3,311	-36%	YES
Box 4 Staff costs	5,078	5,210	132	2.5%	NO
Box 5 Loan interest/ capital repayments	0	0	0	0	NO
Box 6 All other payments	11,645	11,000	645	5.5%	NO
Box 9 Total fixed assets	23,852	23,852	23,852	0	NO

Explanations of significant variances - continued

Suggested layout for explanations

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

BOX NO 3	£
Figure in 2017 column	9,089
Figure in 2018 column	5,778
Variance (2017 figure less 2018 figure)	-3,311

Reasons (as many as are applicable)	Amount £
Reason 1 – Less grant income	-5,000
Reason 2 – Increase in Burial income	1,689
Unexplained	
Confirm unexplained amount is less than 15% of 2017 figure	

Baslow and Bubnell Parish Council
Bank Rec. As at 10th April 2018

	RBS Current £	RBS Reserve £	HSBC Community £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2017	500.00	35,748.02	30,331.20	66,579.22	
plus : receipts	50,811.04	17.55		50,828.59	
less : payments	-16,210.13		-30,331.20	-46,541.33	
unpresented items				0.00	
transferred to reserve a/c	-34,600.91	34,600.91		0.00	
	<u>500.00</u>	<u>70,366.48</u>	<u>0.00</u>	<u>70,866.48</u>	0.00
Unpresented chqs		318.79		318.79	
Unpresented receipts				0.00	
Balance	<u>500.00</u>	<u>70,685.27</u>	<u>0.00</u>	<u>71,185.27</u>	
Bank : Current A/C - 06/04/18	500.00			500.00	
Deposit A/C - 06/04/18	0.00	70,685.27	0.00	70,685.27	
				0.00	
Balance at bank	<u>500.00</u>	<u>70,685.27</u>	<u>0.00</u>	<u>71,185.27</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	35,748.02	30,331.20	66,579.22	-4,606.05
*	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	-13,048.02	
*	total amount for play area		40,331.20			

Monthly Budget Monitoring

BASLOW AND BUBNELL PARISH COUNCIL		Year to Date at 10.04.18			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2017 - 2018		12					
Date	10th April 2018	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	12	To Date	To Date	£	Projected	For Year	£
PAYMENTS							
Administration							
Clerk's salary		5,210.16	5,808.00	597.84	5,808.00	B 5,808.00	0.00
Clerk's expenses		247.94	340.00	92.06	340.00	B 340.00	0.00
Parish Mobile phone		72.00	36.00	(36.00)	36.00	B 36.00	0.00
Councillor's expenses (travel & sub - £10 / person)		0.00	100.00	100.00	100.00	B 100.00	0.00
Training		120.00	250.00	130.00	250.00	B 250.00	0.00
Audit fees		176.80	300.00	123.20	300.00	B 300.00	0.00
Room hire		276.00	350.00	74.00	350.00	B 350.00	0.00
Subscription DALC + PPP Forum		392.79	125.00	(267.79)	125.00	B 125.00	0.00
Website maintenance		554.98	500.00	(54.98)	500.00	B 500.00	0.00
Insurance		425.82	500.00	74.38	500.00	B 500.00	0.00
Stationery, Printing and Adverts		119.41	100.00	(19.41)	100.00	B 100.00	0.00
		7,595.70	8,409.00	813.30	8,409.00	B 8,409.00	0.00
Burial Ground							
Maintenance		170.00	300.00	130.00	300.00	B 300.00	0.00
Rates inc. water		28.84	150.00	121.16	150.00	B 150.00	0.00
Refuse removal		0.00	100.00	100.00	100.00	B 100.00	0.00
Grass cut		975.00	1,125.00	150.00	1,125.00	B 1,125.00	0.00
		1,173.84	1,675.00	501.16	1,675.00	B 1,675.00	0.00
Amenity Area							
Grass cutting		1,239.52	1,325.00	85.48	1,325.00	B 1,325.00	0.00
Other Maintenance		0.00	0.00	0.00	0.00	B 0.00	0.00
		1,239.52	1,325.00	85.48	1,325.00	B 1,325.00	0.00
Old Ford							
Grass cutting		140.00	140.00	0.00	140.00	B 140.00	0.00
		140.00	140.00	0.00	140.00	B 140.00	0.00
Playground and Woodland							
Grass Cutting		349.50	349.50	0.00	349.50	B 349.50	0.00
Safety Inspection		108.50	150.00	41.50	150.00	B 150.00	0.00
Playground Maintenance		0.00	500.00	500.00	500.00	B 500.00	0.00
Woodland Maintenance		225.00	500.00	275.00	500.00	B 500.00	0.00
Woodland Spraying		0.00	175.00	175.00	175.00	B 175.00	0.00
		683.00	1,674.50	991.50	1,674.50	B 1,674.50	0.00
Misc							
Village clock maintenance		205.00	200.00	(5.00)	200.00	B 200.00	0.00
Bench - maintenance		2,311.50	1,000.00	(1,311.50)	1,000.00	B 1,000.00	0.00
Grit Bins x 5 / 2 x fills		0.00	375.00	375.00	375.00	B 375.00	0.00
Grit - store for paths/roads		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		720.50	320.00	(400.50)	320.00	B 320.00	0.00
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
		3,237.00	1,895.00	(1,342.00)	1,895.00	B 1,895.00	0.00
S137 Grants							
S137 grants (incl Village Hall donations)		250.00	1,500.00	1,250.00	1,500.00	B 1,500.00	0.00
		250.00	1,500.00	1,250.00	1,500.00	B 1,500.00	0.00
WORKING PARTIES							
WP - New Playground		1,194.67	40,000.00	38,805.33	40,000.00	B 40,000.00	0.00
WP - Emergency Planning		0.00	0.00	0.00	0.00	B 0.00	0.00
WP - Orchard		0.00	0.00	0.00	0.00	B 0.00	0.00
WP - Communication		0.00	0.00	0.00	0.00	B 0.00	0.00
		1,194.67	40,000.00	38,805.33	40,000.00	B 40,000.00	0.00
Total Payments		15,513.73	56,618.50	41,104.77	56,618.50	B 56,618.50	0.00
VAT		696.40	0.00	(696.40)	0.00	B 0.00	0.00
Total Payments after VAT		16,210.13	56,618.50	40,408.37	56,618.50	B 56,618.50	0.00
RECEIPTS							
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
Bank Interest		30,401.55	15.00	30,386.55	15.00	B 15.00	0.00
Council Tax Grant		0.00	0.00	0.00	0.00	A 0.00	0.00
DDDC Reimbursements		999.00	999.00	0.00	999.00	B 999.00	0.00
DCC Footpath Grant (Right of way Grant)		385.00	385.00	0.00	385.00	B 385.00	0.00
Burial Ground		2,355.00	0.00	2,355.00	0.00	B 0.00	0.00
Website		160.00	160.00	0.00	160.00	B 160.00	0.00
Donations		934.00	0.00	934.00	0.00	B 0.00	0.00
Vat		875.04	0.00	875.04	0.00	B 0.00	0.00
Total Receipts before precept		36,109.59	1,559.00	34,550.59	1,559.00	1,559.00	0.00
Precept		14,719.00	14,719.00	0.00	14,719.00	A 14,719.00	0.00
TOTAL RECEIPTS including PRECEPT		50,828.59	16,278.00	34,550.59	16,278.00	16,278.00	0.00
PROFIT / (LOSS) for year to 31st March 2018		34,618.46	-40,340.50	74,958.96	-40,340.50	-40,340.50	0.00
Cumulative Bank Balances as at 1st April 2017					66,579.22		
Forecast surplus in year					-40,340.50		
Forecast Cumulative Bank Balances as at 31st March 2018					26,238.72		

Receipts

BASLOW AND BUBNELL PARISH COUNCIL

	Totals	14,719.00	0.00	30,384.00	17.55	999.00	385.00	2,355.00	160.00	934.00	875.04	50,828.59
RECEIPTS 2017 - 2018	Budget	14,719.00	0.00	0.00	15.00	999.00	385.00	0.00	160.00	0.00	0.00	16,278.00

Date	Received from	Payment	Cleared account	Precept	Grant	Current Account Interest	Deposit Account Interest	DDC Reimburse	DCC Footpath	Burial Ground	Website Income	Donations Grants	VAT	TOTAL
20/04/2017	VAT	BACS	24/04/2017										875.04	875.04
20/04/2017	Mandale Memorial	Cheque	19/05/2017							35.00				35.00
25/04/2017	Granart Memorial	Cheque	19/05/2017							110.00				110.00
02/05/2017	Tryumph	BACS	03/05/2017								20.00			20.00
24/04/2017	DDDC	BACS	28/04/2017	14,719.00										14,719.00
04/05/2017	Baslow Hall	BACS	04/05/2017								40.00			40.00
28/04/2017	RBS	RBS	28/04/2017				0.28							0.28
30/05/2017	Baslow Pottery	Cheque	01/06/2017								20.00			20.00
31/05/2017	RBS	RBS	31/05/2017				0.46							0.46
24/06/2017	Mettams	Cheque	29/06/2017							400.00				400.00
04/07/2017	Mettams	Cheque	17/07/2017							35.00				35.00
30/06/2017	RBS	RBS	30/06/2017				0.40							0.40
27/06/2017	Hulleys	BACS	27/06/2017								20.00			20.00
29/06/2017	David Upton	BACS	29/06/2017								20.00			20.00
04/07/2017	Rowleys	BACS	04/07/2017								40.00			40.00
31/07/2017	RBS	RBS	31/07/2017				0.41							0.41
15/08/2017	From HSBC	BACS	15/08/2017			30,331.20								30,331.20
07/09/2017	Thomas Greateorex	Cheque	08/09/2017							110.00				110.00
07/09/2017	Hopkinson Memorial	Cheque	08/09/2017							45.00				45.00
31/08/2017	RBS	BACS	31/08/2017				0.48							0.48
07/10/2017	RW Percival - 2	Cheque	01/11/2017							110.00				110.00
29/09/2017	RBS	RBS	29/09/2017				0.61							0.61
09/10/2017	Mettams	Cheque	01/11/2017							500.00				500.00
10/10/2017	P Hannah	BACS	24/10/2017									484.00		484.00
31/10/2017	RBS	RBS	31/10/2017				0.66							0.66
23/11/2017	Mettams	Cheque	14/12/2017							600.00				600.00
04/12/2017	RBS	RBS	04/12/2017			52.80								52.80
30/11/2017	RBS	RBS	30/11/2017				2.55							2.55
12/12/2017	DDDC	BACS	14/12/2017					999.00						999.00
03/01/2018	Hattersley	Cheque	03/01/2018							200.00				200.00
08/01/2018	Percivals	Cheque	17/01/2018							110.00				110.00
29/12/2017	RBS	RBS	29/12/2017				2.85							2.85
29/01/2018	DCC	BACS	31/01/2018						385.00					385.00
31/01/2018	RBS	RBS	31/01/2018				3.27							3.27
13/02/2018	P Hannah	BACS	13/02/2018									450.00		450.00
28/02/2018	RBS	RBS	28/02/2018				2.75							2.75
23/03/2018	Mettams	BACS	29/03/2018							100.00				100.00
29/03/2018	RBS	RBS	29/03/2018				2.83							2.83
				14,719.00	0.00	30,384.00	17.55	999.00	385.00	2,355.00	160.00	934.00	875.04	50,828.59

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