

BASLOW AND BUBNELL PARISH COUNCIL

ANNUAL TRANSPARENCY DOCUMENT

Contents:

- Audit return for year ending 31st March 2019 including governance statement
- 2018-2019 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

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

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 and published **before 1 July 2019**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

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 the Local Audit and Accountability Act 2014.*

Baslow and Bubnell Parish Council
Bank Rec. As at 31st March 2019

	RBS Current £	RBS Reserve £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2018	500.00	70,366.48	70,866.48	
plus : receipts	23,891.27	88.29	23,979.56	
less : payments	-30,978.17		-30,978.17	
unpresented items			0.00	
transferred to reserve a/c	7,086.90	-7,086.90	0.00	
	<u>500.00</u>	<u>63,367.87</u>	<u>63,867.87</u>	0.00
Unpresented chqs			0.00	
Unpresented receipts			0.00	
Balance	<u>500.00</u>	<u>63,367.87</u>	<u>63,867.87</u>	
Bank : Current A/C - 08/04/19	500.00		500.00	
Deposit A/C - 08/04/19	0.00	63,367.87	63,367.87	
			0.00	
Balance at bank	<u>500.00</u>	<u>63,367.87</u>	<u>63,867.87</u>	
difference	0.00	0.00	0.00	

Signed by Responsible Finance Officer

Signed by Chairman

RESERVES		RBS Current £	RBS Reserve £	Total £	
Current Bank Balance as per cashbook and bank statements Start of Year		500.00	70,366.48	70,866.48	6,998.61
*	New Playarea reserve				
*	Transfer to HSBC				
*	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>23,200.00</u>	0.00
				-47,666.48	
total amount for play area					
*	#REF!				

Monthly Budget Monitoring

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Year to Date at 31.03.2019			Full Year Projection									
2	BASLOW AND BUBNELL PARISH COUNCIL		12												
3	RECEIPTS & PAYMENTS ACCOUNT 2018 - 2019		Actual £	Budget £	Difference	Actual £	Budget £	Difference							
4	Date	31st March 2019	To Date	To Date	£	Projected	For Year	£							
5	Month	12													
6															
7	PAYMENTS														
8	Administration														
9	Clerk's salary		5,690.25	5,808.00	117.75	5,808.00	B	5,808.00	0.00						
10	Clerk's expenses		277.00	340.00	63.00	340.00	B	340.00	0.00						
11	Parish Mobile phone		72.00	72.00	0.00	36.00	B	72.00	36.00						
12	Councillor's expenses (travel & sub - £10 / person)		56.85	50.00	(6.85)	100.00	B	50.00	(50.00)						
13	Training		45.00	250.00	205.00	250.00	B	250.00	0.00						
14	Audit fees		76.20	200.00	123.80	300.00	B	200.00	(100.00)						
15	Room hire		108.00	300.00	192.00	350.00	B	300.00	(50.00)						
16	Subscription DALC + PPP Forum		438.85	125.00	(313.85)	125.00	B	125.00	0.00						
17	Website maintenance		829.98	500.00	(329.98)	500.00	B	500.00	0.00						
18	Insurance		429.65	500.00	70.35	500.00	B	500.00	0.00						
19	Stationery, Printing and Adverts		57.54	100.00	42.46	100.00	B	100.00	0.00						
20			8,081.32	8,245.00	163.68	8,409.00		8,245.00	(164.00)						
21	Burial Ground														
22	Maintenance		50.00	300.00	250.00	300.00	B	300.00	0.00						
23	Rates inc. water		32.38	150.00	117.62	150.00	B	150.00	0.00						
24	Refuse removal		0.00	0.00	0.00	100.00	B	0.00	(100.00)						
25	Grass cut		1,270.00	1,125.00	(145.00)	1,125.00	B	1,125.00	0.00						
26			1,352.38	1,575.00	222.62	1,675.00		1,575.00	(100.00)						
27	Amenity Area														
28	Grass cutting		1,251.92	1,325.00	73.08	1,325.00	B	1,325.00	0.00						
29	Other Maintenance		0.00	0.00	0.00	0.00	B	0.00	0.00						
30			1,251.92	1,325.00	73.08	1,325.00		1,325.00	0.00						
31	Old Ford														
32	Grass cutting		150.00	140.00	(10.00)	140.00	B	140.00	0.00						
33			150.00	140.00	(10.00)	140.00		140.00	0.00						
34	Playground and Woodland														
35	Grass Cutting		325.00	349.50	24.50	349.50	B	349.50	0.00						
36	Safety Inspection		89.93	120.00	30.07	150.00	B	120.00	(30.00)						
37	Playground Maintenance		0.00	500.00	500.00	500.00	B	500.00	0.00						
38	Woodland Maintenance		0.00	500.00	500.00	500.00	B	500.00	0.00						
39	Woodland Rent		50.00	100.00	50.00	100.00	B	100.00	100.00						
40	Woodland Spraying		115.00	175.00	60.00	175.00	B	175.00	0.00						
41			579.93	1,744.50	1,164.57	1,674.50		1,744.50	70.00						
42	Misc														
43	Village clock maintenance		211.00	200.00	(11.00)	200.00	B	200.00	0.00						
44	Bench - maintenance		910.53	1,000.00	89.47	1,000.00	B	1,000.00	0.00						
45	Grit Bins x 5 / 2 x fills		0.00	375.00	375.00	375.00	B	375.00	0.00						
46	Grit - store for paths/roads		0.00	0.00	0.00	0.00	B	0.00	0.00						
47	Election Costs		0.00	0.00	0.00	0.00	B	0.00	0.00						
48	Parish Paths		330.00	320.00	(10.00)	320.00	B	320.00	0.00						
49	Dog Bins		0.00	0.00	0.00	0.00	B	0.00	0.00						
50	Contingency		0.00	0.00	0.00	0.00	B	0.00	0.00						
51			1,451.53	1,895.00	443.47	1,895.00		1,895.00	0.00						
52	S137 Grants														
53	S137 grants (incl Village Hall donations)		657.71	1,500.00	842.29	1,500.00	B	1,500.00	0.00						
54			657.71	1,500.00	842.29	1,500.00		1,500.00	0.00						
55	WORKING PARTIES					All WP Expend from Reserves									
56	WP - New Playground		15,502.75	40,000.00	24,497.25	40,000.00	B	40,000.00	0.00						
57	WP - Emergency Planning		0.00	0.00	0.00	0.00	B	0.00	0.00						
58	WP - Orchard		0.00	0.00	0.00	0.00	B	0.00	0.00						
59	WP - Communication		66.00	0.00	(66.00)	0.00	B	0.00	0.00						
60			15,568.75	40,000.00	24,431.25	40,000.00		40,000.00	0.00						
61	Total Payments		29,093.54	56,424.50	27,330.96	56,618.50		56,424.50	(194.00)	25,288.00					
62															
63	VAT		1,884.63	0.00	(1,884.63)	0.00		0.00	0.00						
64	Total Payments after VAT		30,978.17	56,424.50	25,446.33	56,618.50		56,424.50	(194.00)						
65															
66			Actual £	Budget £	Difference	Actual £	Budget £	Difference							
67			To Date	To Date	£	Projected	For Year	£							
68	RECEIPTS														
69	Bank Interest		88.29	15.00	73.29	15.00	B	15.00	0.00						
70	Council Tax Grant		0.00	0.00	0.00	0.00	A	0.00	0.00						
71	DDDC Reimbursements		999.00	999.00	0.00	999.00	B	999.00	0.00						
72	DCC Footpath Grant (Right of way Grant)		385.00	385.00	0.00	385.00	B	385.00	0.00						
73	Burial Ground		5,475.00	0.00	5,475.00	0.00	B	0.00	0.00						
74	Website		180.00	160.00	20.00	160.00	B	160.00	0.00						
75	Donations		0.00	0.00	0.00	0.00	B	0.00	0.00						
76	Vat		2,133.27	1,000.00	1,133.27	0.00	B	1,000.00	-1,000.00						
77	Total Receipts before precept		9,260.56	2,559.00	6,701.56	1,559.00		2,559.00	(1,000.00)						
78															
79	Precept		14,719.00	14,719.00	0.00	14,719.00	A	14,719.00	0.00						
80															
81	TOTAL RECEIPTS Including PRECEPT		23,979.56	17,278.00	6,701.56	16,278.00		17,278.00	(1,000.00)						
82															
83	PROFIT / (LOSS) for year to 31st March 2018		-6,998.61	-39,146.50	32,147.89	-40,340.50		-39,146.50	-1,194.00						
84															
85															
86															
87	Cumulative Bank Balances as at 1st April 2017					70,866.48									
88	Forecast surplus in year					-40,340.50									
89															
90	Forecast Cumulative Bank Balances as at 31st March 2018					30,525.98									

BASLOW AND BURNELL PARISH COUNCIL
PAYMENTS 2018 - 2019

DATE	Cheque	Paid To/Details	Meeting Approval	Cleared Account	ADMINISTRATION										BURIAL GROUND				AMENITY		OLD FORD	PLAYGROUND & WOODLAND					
					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	Grass Cutting		Other Maintenance	Grass Cutting	Grass Cutting	Safety Inspection	Playground Maintenance	Woodland Maintenance
				Budget	5,808.00	340.00	72.00	50.00	250.00	200.00	300.00	125.00	500.00	500.00	100.00	300.00	150.00	0.00	1,125.00	1,325.00	0.00	140.00	349.50	120.00	500.00	500.00	100.00
17/04/2018	1388	Clerk pay and expenses	17/04/2018	25/04/2018	352.00	20.00	6.00	56.85																			
17/04/2018	1389	William Brindley	17/04/2018	30/04/2018															75.00	42.75			25.00				
17/04/2018	1390	Peak Park Parishes Forum	17/04/2018	17/05/2018								24.00															
15/05/2018	1391	Clerk pay and expenses	15/05/2018	23/05/2018	495.00	20.00	6.00																				
15/05/2018	1392	Defib pads	15/05/2018	23/05/2018																				89.93			
15/05/2018	1393	DALC Course	15/05/2018	29/05/2018					45.00																		
15/05/2018	1394	Zurich - Insurance	15/05/2018	22/05/2018										429.65													
15/05/2018	1395	Audit	15/05/2018	01/06/2018						76.20																	
19/06/2018	1396	Clerk pay and expenses	19/06/2018	27/06/2018	465.72	20.00	6.00								26.35												
19/06/2018	1397	HMRC	19/06/2018	29/06/2018	11.40																						
19/06/2018	1398	ICO	19/06/2018	04/07/2018								40.00															
19/06/2018	1399	Baslow Methodist Chapel	19/06/2018	09/07/2018																							
19/06/2018	1400	Opera PR	19/06/2018	02/07/2018																							
19/06/2018	1401	William Brindley	19/06/2018	29/06/2018															300.00	341.92		40.00	100.00				
17/07/2018	1402	Clerk pay and expenses July and Aug	17/07/2018	25/07/2018	943.08	40.00	12.00																				
17/07/2018	1403	William Brindley	17/07/2018	30/07/2018															150.00	171.00		20.00	50.00				
18/09/2018	1404	Clerk pay and expenses	18/09/2018	25/09/2018	465.72	20.00	6.00																				
18/09/2018	1405	William Brindley	18/09/2018	28/09/2018															375.00	342.00		50.00	75.00				
18/09/2018	1406	Community Orchard	18/09/2018	10/10/2018																							
18/09/2018	1407	Royal British Legion	18/09/2018	09/10/2018																							
18/09/2018	1408	Opera PR	18/09/2018	26/09/2018										229.98													
18/09/2018	1409	D Robins	18/09/2018	26/09/2018																							
18/09/2018	1410	Peak Playgrounds	18/09/2018	26/09/2018																							
16/10/2018	1411	Clerk pay and expenses	16/10/2018	24/10/2018	489.01	20.00	6.00								6.96												
16/10/2018	1412	William Brindley	16/10/2018	22/10/2018															150.00	171.00		20.00	50.00				
16/10/2018	1413	Chatsworth Settlement Trust	16/10/2018	30/10/2018																							50.00
16/10/2018	1414	Poppy wreath	16/10/2018	18/10/2018			17.00																				
20/11/2018	1415	Clerk Pay and expenses	20/11/2018	28/11/2018	954.73	60.00	12.00																				
20/11/2018	1416	Church for S137 grant	20/11/2018	30/11/2018																							
20/11/2018	1417	William Brindley	20/11/2018	26/11/2018															150.00	128.25		20.00	25.00				
15/01/2019	1418	Clerk pay and expenses	15/01/2019	17/01/2019	465.72	20.00	6.00																				
15/01/2019	1419	Baslow Methodist Chapel	15/01/2019	04/02/2019							108.00																
15/01/2019	1420	Friends of the Peak District	15/01/2019	31/01/2019								50.00															
15/01/2019	1421	Baslow Village Hall - WW1 event	15/01/2019	12/02/2019																							
15/01/2019	1422	D Robins	15/01/2019	18/01/2019																							
19/02/2019	1423	Clerk pay and expenses	19/02/2019	27/03/2019	489.01	20.00	6.00																				
19/02/2019	1424	Opera PR	19/02/2019	04/03/2019																							
19/02/2019	1425	Smiths of Derby	19/02/2019	01/03/2019																							
19/02/2019	1426	D Robins	19/02/2019	27/02/2019																							
19/02/2019	1427	Bike rack	19/02/2019	21/02/2019																							
19/03/2019	1428	Clerk pay and expenses	19/03/2019	27/03/2019	558.86	20.00	6.00																				
19/03/2019	1429	TDP Limited - Benches	19/03/2019	01/04/2019																							
19/03/2019	1430	Viking	19/03/2019	26/03/2019																							
19/03/2019	1431	Dalc	19/03/2019	09/04/2019								324.85															
19/03/2019	1432	Waterplus	19/03/2019	26/03/2019																							
19/03/2019	1433	W Brindley	19/03/2019	27/03/2019															70.00	55.00							
					5,690.25	277.00	72.00	56.85	45.00	76.20	108.00	438.85	829.98	429.65	57.54	50.00	32.38	0.00	1,270.00	1,251.92	0.00	150.00	325.00	89.93	0.00	0.00	50.00
					8,081.32										1,352.38				1,251.92		150.00		579.93				

Accounts 2018-2019

Receipts

BASLOW AND RUBNELL PARISH COUNCIL

	Totals	14,719.00	0.00	0.00	88.29	999.00	385.00	5,475.00	180.00	0.00	2,133.27	23,979.56
RECEIPTS 2018 - 2019	Budget	14,719.00	0.00	0.00	15.00	999.00	385.00	0.00	160.00	0.00	1,000.00	17,278.00

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
30/04/2018	DDDC	BACS	30/04/2018	14,719.00										14,719.00
17/04/2018	Mettams	Cheque	17/04/2018							600.00				600.00
08/05/2018	VAT rebate	BACS	08/05/2018										476.40	476.40
30/04/2018	RBS	BACS	30/04/2018				3.09							3.09
11/05/2018	Mettams	Cheque	11/05/2018							600.00				600.00
17/05/2018	David D-S	BACS	18/05/2018							400.00				400.00
22/05/2018	Rowley's and Fisher	BACS	22/05/2018								40.00			40.00
22/05/2018	Tryumph	BACS	22/05/2018								20.00			20.00
18/05/2018	Lidsters Memorial	Cheque	21/05/2018							110.00				110.00
29/05/2018	Mottram	Cheque	31/05/2018							1,600.00				1,600.00
30/05/2018	Percival	Cheque	31/05/2018							35.00				35.00
25/05/2018	Baslow Pottery	Cheque	31/05/2018								20.00			20.00
31/05/2018	RBS	BACS	31/05/2018				3.64							3.64
30/05/2018	Opera PR	BACS	30/05/2018								20.00			20.00
30/05/2018	Baslow Hall	BACS	30/05/2018								40.00			40.00
01/06/2018	Village Shop	BACS	01/06/2018								20.00			20.00
15/06/2018	Greatorex	Cheque	21/06/2018							600.00				600.00
29/06/2018	RBS	BACS	29/06/2018				3.45							3.45
19/07/2018	Hulleys	Cheque	24/07/2018								20.00			20.00
31/07/2018	RBS	BACS	31/07/2018				3.76							3.76
31/08/2018	RBS	BACS	31/08/2018				3.59							3.59
28/09/2018	Greatorex	Cheque	02/10/2018							110.00				110.00
28/09/2018	RBS	BACS	28/09/2018				3.21							3.21
31/10/2018	RBS	BACS	31/10/2018				12.10							12.10
08/11/2008	Mettams	Cheque	22/11/2018							100.00				100.00
15/11/2018	Mandale Memorials	Cheque	22/11/2018							110.00				110.00
17/11/2018	Mettams	Cheque	22/11/2018							600.00				600.00
30/11/2018	RBS	BACS	30/11/2018				11.66							11.66
12/12/2018	Mettams	Cheque	20/12/2018							200.00				200.00
31/12/2018	RBS	BACS	31/12/2018				11.93							11.93
25/01/2019	Mandale Memorials	Cheque	28/01/2019							110.00				110.00
11/02/2019	DCC	BACS	13/02/2019						385.00					385.00
11/02/2019	DDDC	BACS	14/02/2019					999.00						999.00
31/01/2019	RBS	BACS	31/01/2019				11.49							11.49
14/02/2019	HMRC	BACS	14/02/2019									1,656.87		1,656.87
18/02/2019	M Butt	BACS	18/02/2019							100.00				100.00
12/03/2019	Mettams	Cheque	14/03/2019							200.00				200.00
28/02/2019	RBS	BACS	28/02/2019				9.97							9.97
29/03/2019	RBS	BACS	29/03/2019				10.40							10.40
														0.00
				14,719.00	0.00	0.00	88.29	999.00	385.00	5,475.00	180.00	0.00	2,133.27	23,979.56

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