

NORTHWOOD & TINKERSLEY PARISH COUNCIL

ANNUAL TRANSPARENCY DOCUMENT

Contents:

- Audit return for year ending 31st March 2023 including governance statement
- 2022-2023 accounts showing all expenditure and income
- Code of conduct

If you require any further information, please contact the Parish Council Clerk on 07866695132 or

northwood.tinkersleypc@gmail.com

Annual Governance and Accountability Return 2022/23 Form 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 that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must 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 on the authority website/webpage **before 1 July 2023**.
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) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - 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 2022/23

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 limited assurance review and is able to give an opinion, 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 the authority website/webpage:

Before 1 July 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 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.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 **before 1 July 2023**.

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 been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled 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 as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Northwood and Tinkersley Parish Council

<https://northwoodtinkersleyipc.com/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 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	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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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: 03/05/2023 DD/MM/YYYY DD/MM/YYYY
 Name of person who carried out the internal audit: Brian Wood NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit:  Date: 03/05/2023

*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 2022/23

We acknowledge as the members of:

Northwood and Tinkersley 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 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

31/05/2023

and recorded as minute reference:

AGN 05 23 / 06

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

Chairman

David R Hempshell

Clerk

Signature Required

<https://northwoodtinkersleypc.com/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

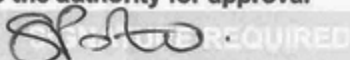
Northwood and Tinkersley Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	8,124	9,253	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	4,590	5,049	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	988	658	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	2,102	2,324	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
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	2,347	1,743	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	9,253	10,893	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	9,253	10,893	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	7,295	7,295	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 REQUIRED

Date

31/05/2023

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

31/05/2023

as recorded in minute reference:

AGM0523/07

Signed by Chairman of the meeting where the Accounting Statements were approved

David R. Hempshall,

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Northwood and Tinkersley Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation 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 authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2023

Prepared by (Name and Role):

Date:

	£	£
Balance per bank statements as at 31/3/23:		
Current Account	3,128.00	
Reserve Account	7,765.00	
		10,893.00
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
None	<input type="text"/>	-
Add: any un-banked cash as at 31/3/23		
None	<input type="text"/>	-
Net balances as at 31/3/21 (Box 8)		<u>10,893.00</u>

Explanation of variances – pro forma

Name of smaller authority: **Northwood and Tinkersley Parish Council**
County area (local councils and Derbyshire

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2022 £	2023 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	8,124	9,253				Explanation of % variance from PY opening balance not required – Balance brought forward agrees	
2 Precept or Rates and Levies	4,590	5,049	459	10.00%	NO		
3 Total Other Receipts	988	658	-330	33.40%	YES		No District Council grants
4 Staff Costs	2,102	2,324	222	10.56%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 Other Payments	2,347	1,743	-604	25.73%	YES		No training (£120), less website costs (£300), no playing field expenses (£180)
7 Balances Carried Forward	9,253	10,893				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	0	0			YES	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	7,295	7,295	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Northwood and Tinkersley Parish Council

County Area (local councils and parish meetings only): Derbyshire

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 5th June 2023

and ending on Friday 14th July 2023

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: 

Role: Clerk and RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

NORTHWOOD&TINKERSLEY PARISH COUNCIL
Bank Rec. As at 30th March 2023

	NatWest Current £	NatWest Reserve £	Summary £	
Cash Book :				
Bal b/fwd current A/C 1st April 2022	6,234.51	3,018.78	9,253.29	
plus : receipts	5,674.16	5,033.27	10,707.43	
less : payments	-8,780.60	-286.59	-9,067.19	
unpresented items	0.00		0.00	
	<u>3,128.07</u>	<u>7,765.46</u>	<u>10,893.53</u>	0.00
Unpresented chqs	0.00	0.00	0.00	
Unpresented receipts	0.00	0.00	0.00	
Balance	<u>3,128.07</u>	<u>7,765.46</u>	<u>10,893.53</u>	
Bank :				
Current A/C - 30/03/23	3,128.07		3,128.07	
Deposit A/C - 30/03/23	0.00	7,765.46	7,765.46	
	<u>3,128.07</u>	<u>7,765.46</u>	<u>10,893.53</u>	
difference	0.00	0.00	0.00	

Signed by Responsible Finance Officer

_____ Date _____

Signed by Chairman

_____ Date _____

NORTHWOOD&TINKERSLEY PARISH COUNCIL		Year to Date at 30/03/23			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2022 - 2023		12					
Date	30th March 2023	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	12	To Date	To Date	£	Projected	For Year	£
PAYMENTS	Administration						
	Clerk's salary	2,324.40	2,500.00	175.60	2,500.00	2,500.00	0.00
	Clerk's expenses and home office contribution	200.00	200.00	0.00	200.00	200.00	0.00
	Training	0.00	120.00	120.00	120.00	120.00	0.00
	Audit fees	47.25	50.00	2.75	50.00	50.00	0.00
	Room hire	300.00	210.00	(90.00)	210.00	210.00	0.00
	Subscription	0.00	35.00	35.00	35.00	35.00	0.00
	Website maintenance	19.83	200.00	180.17	200.00	200.00	0.00
	Insurance	373.93	400.00	26.07	400.00	400.00	0.00
	Stationery, Printing and Adverts	163.27	100.00	(63.27)	100.00	100.00	0.00
		3,428.68	3,815.00	386.32	3,815.00	3,815.00	0.00
	Playing Field						
	Maintenance	0.00	200.00	200.00	200.00	200.00	0.00
	Safety Inspection	0.00	100.00	100.00	100.00	100.00	0.00
	Grass cut	0.00	150.00	150.00	150.00	150.00	0.00
	Wildflower maintenance	0.00	100.00	100.00	100.00	100.00	0.00
		0.00	550.00	550.00	550.00	550.00	0.00
	Misc						
	Bench - maintenance	0.00	500.00	500.00	500.00	500.00	0.00
	Grit Bins and salt refills	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	400.00	400.00	0.00	400.00	400.00	0.00
	Bus Shelter and Defib	3.01	100.00	96.99	100.00	100.00	0.00
	Donations	5,048.00	100.00	(4,948.00)	100.00	100.00	0.00
	Election Costs	0.00	0.00	0.00	0.00	0.00	0.00
		5,451.01	1,100.00	(4,351.01)	1,100.00	1,100.00	0.00
	Projects						
	Projects	0.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00
		0.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00
	S137 Grants						
	S137 grants	186.73	200.00	13.27	200.00	200.00	0.00
		186.73	200.00	13.27	200.00	200.00	0.00
	Total Payments	9,066.42	5,665.00	(3,401.42)	5,665.00	5,665.00	0.00
	VAT	0.77	0.00	(0.77)	50.00	50.00	0.00
	Total Payments after VAT	9,067.19	5,665.00	(3,402.19)	5,715.00	5,715.00	0.00
RECEIPTS		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
	Bank Interest	33.27	2.00	31.27	2.00	2.00	0.00
	Grant	625.00	300.00	325.00	300.00	300.00	0.00
	Minor Maintenance Grant	0.00	385.00	(385.00)	385.00	385.00	0.00
	Misc	5,000.16	0.00	5,000.16	0.00	0.00	0.00
	Vat	0.00	50.00	(50.00)	50.00	50.00	0.00
	Total Receipts before precept	5,658.43	737.00	4,921.43	737.00	737.00	0.00
	Precept	5,049.00	5,049.00	0.00	5,049.00	5,049.00	0.00
		10,707.43	5,786.00	4,921.43	5,786.00	5,786.00	0.00
		1,640.24	121.00	1,519.24	71.00	71.00	0.00

NORTHWOOD&INKERSLEY PARISH COUNCIL
PAYMENTS 2022 - 2023

DATE	Cheque Paid To/Details	Cleared Account	Meeting Approval	ADMINISTRATION										PLAYING FIELD										MISCELLANEOUS			PROJECTS	DONATIONS	TOTAL	VAT	TOTAL
				Clerk's Salary	Clerk's Expenses	Training	Adult Fees	Room Hire	Sales	Website	Insurance	Stationery, Printing and	Maintenance	Maintenance	Safety Inspection	Grass cutting	Wildflower maintenance	Bench Maintenance	Grf Bins & Staff	Footpaths	Blue Shelter and Bells	Donations	Election	By Category	By Item						
20/04/2022	SO S Porter - Clerk	2004/2022	Revised Budget	2,500.00	200.00	120.00	50.00	210.00	35.00	200.00	400.00	100.00	200.00	200.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	2,000.00	200.00	7,865.00	50.00	7,715.00	7,715.00				
21/04/2022	EP S Porter - Clerk	2104/2022	20/04/2022	33.00	100.00																					175.95	175.95				
20/05/2022	SO S Porter - Clerk	2005/2022	24/05/2022	175.95																						175.95	175.95				
30/05/2022	EP S Porter - Printing	3005/2022	24/05/2022			120.00																				18.83	18.83				
30/05/2022	EP Rowley Village Hall - Hire	3005/2022	24/05/2022					30.00																		30.00	30.00				
30/05/2022	EP B Wood - Audit	3005/2022	24/05/2022				47.25																			47.25	47.25				
30/05/2022	EP D Hemphill - Jubilee	3005/2022	24/05/2022																							186.73	186.73				
30/05/2022	EP transfer from deposit to reserve acc.	3005/2022	11/07/2022																							3.01	3.01				
20/06/2022	EP S Porter - Clerk	2006/2022	11/07/2022	175.95																						175.95	175.95				
16/07/2022	EP William Brindley - Footpaths	1607/2022	11/07/2022																							200.00	200.00				
16/07/2022	EP British Legion - Poppies	1607/2022	11/07/2022																							48.00	48.00				
20/07/2022	EP S Porter - Clerk	2007/2022	05/10/2022	175.95																						175.95	175.95				
03/08/2022	EP Rowley Village Hall - Hire	0408/2022	05/10/2022					60.00																		60.00	60.00				
22/08/2022	SO S Porter - Clerk	2208/2022	05/10/2022	175.95																						175.95	175.95				
16/09/2022	EP Gallagher - Insurance	1609/2022	05/10/2022																							373.93	373.93				
16/09/2022	DO ICO	1609/2022	05/10/2022																							35.00	35.00				
20/09/2022	EP S Porter - Clerk	2009/2022	05/10/2022	175.95																						175.95	175.95				
20/09/2022	EP Rowley Village Hall - Hire	2009/2022	05/10/2022					60.00																		60.00	60.00				
05/10/2022	EP William Brindley - Footpaths	0610/2022	05/10/2022																							200.00	200.00				
05/10/2022	EP Rowley Village Hall - Hire	0610/2022	05/10/2022					60.00																		60.00	60.00				
20/10/2022	EP S Porter - Clerk	2010/2022	07/12/2022	175.95																						175.95	175.95				
18/11/2022	EP S Porter - Back pay	1811/2022	07/12/2022	120.00																						120.00	120.00				
20/11/2022	EP S Porter - Clerk	2011/2022	07/12/2022	175.95																						175.95	175.95				
19/12/2022	EP S Porter - Clerk	1912/2022	25/01/2023	100.00																						100.00	100.00				
20/12/2022	EP S Porter - Clerk	2012/2022	25/01/2023	190.95																						190.95	190.95				
28/12/2022	EP Rowley Village Hall - Hire	2812/2022	25/01/2023					30.00																		30.00	30.00				
20/01/2023	EP S Porter - Clerk	2001/2023	25/01/2023	190.95																						190.95	190.95				
26/01/2023	EP Rowley Village Hall - Hire	2701/2023	25/01/2023					30.00																		30.00	30.00				
26/01/2023	EP S Porter - Newsletter	2701/2023	25/01/2023																							18.24	18.24				
26/01/2023	EP S Porter - Website domain	2701/2023	25/01/2023																							19.83	19.83				
20/02/2023	EP S Porter - Clerk	2002/2023	22/03/2023	190.95																						190.95	190.95				
22/02/2023	EP Peak Adviser	2203/2023	22/03/2023																							91.20	91.20				
20/03/2023	EP S Porter - Clerk	2003/2023	22/03/2023	190.95																						190.95	190.95				
30/03/2023	EP Rowley Village Hall - Hire	3003/2023	24/05/2023					30.00																		30.00	30.00				
																										0.00	0.00				
																										0.00	0.00				
																										0.00	0.00				
																										0.00	0.00				
																										0.00	0.00				
																										0.00	0.00				
																										0.00	0.00				

Receipts

NORTHWOOD&TINKERSLEY PARISH COUNCIL

RECEIPTS 2022 - 2023

Date	Received from	Payment	Meeting	Cleared account	Precept	Grant	Current Account Interest	Reserve Account Interest	Minor Maintenance Grant	Misc	VAT	TOTAL
22/04/2022	DDDC	BACS	24/05/2022	29/04/2022	5,049.00	625.00	0.00	33.27	0.00	5,000.16	0.00	10,707.43
29/04/2022	Natwest	BACS	24/05/2022	29/04/2022	5,049.00	300.00	0.00	2.00	385.00	0.00	50.00	5,786.00
29/04/2022	DDDC	BACS	24/05/2022	10/05/2022	5,049.00	300.00	0.00	2.00	385.00	0.00	50.00	5,786.00
30/05/2022	Transfer from deposit to reserve	BACS	11/07/2022	30/05/2022						5,000.00		5,000.00
31/05/2022	Natwest	BACS	11/07/2022	31/05/2022				0.28				0.28
30/06/2022	Natwest	BACS	05/10/2022	30/06/2022				0.64				0.64
29/07/2022	Natwest	BACS	05/10/2022	29/07/2022				0.61				0.61
31/08/2022	Natwest	BACS	05/10/2022	31/08/2022				0.70				0.70
21/09/2022	EON	Cheque	05/10/2022	25/10/2022						0.16		0.16
30/09/2022	Natwest	BACS	05/10/2022	30/09/2022				1.40				1.40
31/10/2022	Natwest	BACS	07/12/2022	31/10/2022				2.52				2.52
30/11/2022	Natwest	BACS	25/01/2023	30/11/2022				4.45				4.45
28/12/2022	DDDC	BACS	25/01/2023	28/12/2022		125.00						125.00
31/12/2022	Natwest	BACS	25/01/2023	31/12/2022				5.09				5.09
31/01/2023	Natwest	BACS	22/03/2023	31/01/2023				5.43				5.43
28/02/2023	Natwest	BACS	22/03/2023	28/02/2023				5.35				5.35
31/03/2023	Natwest	BACS	24/05/2023	31/03/2023				6.59				6.59
					5,049.00	625.00	0.00	33.27	0.00	5,000.16	0.00	10,707.43

Northwood and Tinkersley Parish Council – Members' Code of Conduct 2015

As a member or co-opted member of Northwood and Tinkersley 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 and Sub Groups
- When acting as a representative of the authority
- 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.

1. DISCLOSABLE PECUNIARY INTERESTS

The Act provides for registration and disclosure of interests and in Northwood and Tinkersley Parish Council, this will be done as follows:

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 Clerk in writing within 28 days of becoming aware of any change in respect of my interests.
- Make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

2. SENSITIVE INFORMATION

Where I consider that the information relating to any of my interests in 1 above is sensitive information, and the Parish Council's 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 Northwood and Tinkersley 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 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.
- 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.

Signature of Parish Councillor:

Date:

Signature of Parish Clerk:

Date:

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 member's 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