**TIMETABLE FOR PARISH COUNCIL MEETINGS**

**2016/2017**

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| 3 May 2016**ANNUAL PARISH COUNCIL MEETING** | * Elect Chair and Vice Chair
* Acceptance of Office signed by new Chair (Old Chair retires)
* Ensure Councillors Declarations of Interests are up to date
* Financial – Agree End of Year Accounts
* Receive Internal Audit report
* Present prepared Annual Return paperwork for resolution to approve, completion of Mazars form and signing.
* **Annual Policy Review**:- Asset Register: Financial Regs: Calendar of Meetings; Internal Auditor Controls
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| 05 July 2016 | * Review progress on internal audit report
* Transparency Code compliance check
* Review Training Policy
* Make arrangements for Clerk’s appraisal
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| 06 September 2016 | * Present mid-year accounts and spending against budget
* Discuss forthcoming budgets including future projects and training requirements
* Review Financial Risk Assessment: Standing Orders; Complaints procedure:
* Review Clerks Salary
* Quality Council reaccreditation.
* Parish Partnership scheme review (NCC Highways)
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| 01 November 2016 | * Approve budget to the Council – (in preparation of budget, ensure funds allow for any contingency, including elections, that may arise)
* Set precept and send to District Council
* Appointment of auditor
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| 03 January 2017 | * VAT return preparation
* Confirm date for Annual Parish Council meeting
* Arrange date for Annual Parish meeting
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| 07 March 2017 | * Charity payments including Church and Preston Room (s137)
* Prepare year end accounts
* Check arrangements for Annual Parish Council Meeting & Annual Parish Meeting
* Prepare for insurance renewel
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| 14thMarch 2017**ANNUAL PARISH MEETING** | * Report from Chair
* Report from Cllr representing Preston Room
* Report from Cllr representing St Swithin’s
* Report from PCSO
* Report from Cricket Club
* Special guests
* Public participation
* Sign minutes from a year ago.

**(Clerk remember Tea/Coffee/Biscuits are served)** |
| Standard agenda items | * Attendance and apologies
* Declarations of interest and dispensations
* Approval of minutes of the previous meeting
* Public speaking - District and County Concilllors and PCSO
* Matters Arising
* Correspondence
* Planning applications and awards
* Training requirements
* Financial matters - to note receipts and approve payments, to approve accounts and bank reconciliation.
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Clare Male

Clerk and RFO to the Parish Council

Updated: 5th January 2016