**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 |
| 05 July 2016 | * Review progress on internal audit report * Transparency Code compliance check * Review Training Policy * Make arrangements for Clerk’s appraisal |
| 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) |
| 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 |
| 03 January 2017 | * VAT return preparation * Confirm date for Annual Parish Council meeting * Arrange date for Annual Parish meeting |
| 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 |
| 14th  March 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. |

Clare Male

Clerk and RFO to the Parish Council

Updated: 5th January 2016