

ANYTOWN PARISH COUNCIL

Year at a Glance 2020 / 21		
Month	Task	For Agenda
April 2020	• Start of financial year • Begin preparation of year end accounts (to be approved by the council before end of Sept) • Prepare for the year end internal audit to sign off the Annual Return • Submit year end returns for tax, National Insurance and VAT to HMRC • Review and minute the effectiveness of internal controls (including risk assessment if not done at the beginning of the year) before 31 March • Check arrangements for the Annual Parish Meeting (can be held between 1 March and 1 June) • Prepare information packs for new councillors • Review Insurance (for May Meeting) eg: ○ BHIB Councils Insurance (see Sept 19 OALC newsletter) ○ Came & Co ○ Zurich • Set up new Excel Finance spreadsheet once previous year complete • Review Assets • Send annual allotment insurance invoice to committee • Collate grant requests	Items by 19 March; Agenda up on 26 March Meeting on 2 April Review and Minute effectiveness of internal financial controls - Agree Budget - Internal Financial Control report Update and confirm the Asset Register Consider Exemption from External Audit or have a limited assurance review Notify External Auditors to certify as exempt (if income is under £25k) and agreed Review Risk Assessment 20 / 21 Year End Budget Monitoring Report - Review and Minute effectiveness of internal financial controls Grant Requests ○ Review Reserves Policy and agree Reserves - Internal Audit Report - Consider CDC Parish Remuneration Report - Confirm bank Standing Orders and Direct Debits for year and annual / regular payments (see regular payments tab in Finance spreadsheet) Policies for Review ○

Year at a Glance 2020 / 21		
Month	Task	For Agenda
May	• Start of the Council Year • Hold the Annual Meeting of the PC Council, where the following items are completed: ○ Election of a Chairman for the year ○ Election of Vice-Chairman ○ Election of representatives to other bodies ○ Agree Chairman's Allowance if there is one ○ Committee membership is settled ○ Signing of Declarations of Acceptance of Office (for all before 1st meeting in an election year and every year for Chairman / Vice Chairman) ○ Review Register of Interests ○ The RFO checks bank mandates ○ Standing Orders are confirmed ○ Training could be offered to new councillors • Council's period of eligibility to exercise the power of General Competence expired the day before the annual meeting. Review and make arrangements to reaffirm eligibility •	Items by 23 April; Agenda up on 30 April, Meeting on 7 May Reminder to review register of interests Election of Chairman Election of Vice Chairman Appointment of Internal Auditor Appointment of Councillor responsible for Internal Control Appointment of Staffing Committee Appointment of Councillor for Island Pond Wood Appointment of Council representatives for Parish Hall Working Group Agree to redact signatures on Web version of AGAR Complete External Audit Annual Governance Statement Complete External Audit Accounting Statements Consider and approve draft Statement of Accounts Internal Auditor Review of Effectiveness Report Pay Insurance Renewal - Confirm meeting dates - Internal Financial Control Procedure - ALC Training Policies for Review ○

Year at a Glance 2020 / 21		
Month	Task	For Agenda
June	• Council to approve Accounts and complete Annual Return by 30th June to send to Internal Auditor • Post up notice of Exercise of Public Rights – xx June • Submit return to Moore Stephens by 30 June • Publish on the council website before the inspection period starts (ie xx June) - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected • Councillors to inspect all physical assets and report	Items by 21 May; Agenda up 28 May; Meeting on 4 June - Fixed Assets Review - Review Standing Orders - Review of effectiveness of internal audit Policies for Review ○
July	• Send Annual Return to External Auditor • Quarterly VAT reclaim (if applicable) • End of first quarter Statement • Check risk assessments with the insurance company • Grant requests	Items by 18 June; Agenda up 25 June; Meeting on 2 July - Inspect Bus shelters and report on condition - Grant Requests ○ - Quarterly Budget Monitoring Report - Review and Minute effectiveness of internal financial controls Policies for Review ○
August		Items by 23 July; Agenda up on 30 July; Meeting on 6 August Policies for Review ○
September	• Put up notices following completion of external audit (if necessary) • Arrange inspections of trees etc and organise necessary works – ongoing	Items by 20 August; Agenda up on 27 August; Meeting on 3 September - Agree to order Poppy Wreath Policies for Review

Year at a Glance 2020 / 21		
Month	Task	For Agenda
	• Make preparations for budget discussions (using info from half year accounts, grant applications, policies) • Receive 2nd half Precept • Grass cutting contract runs out 2020 • Agree to Erect Silent 'soldiers' • Order Poppy Wreath	○
October	• Quarterly VAT reclaim (if applicable) • Report end of 2nd Quarter • Give draft budget to the council/Finance Committee • Approve calendar dates for meetings in next calendar year • Order Remembrance Poppy wreaths • Grant requests	Items by 17 September; Agenda up on 24 September; Meeting on 1 October Agree which Councillors to attend Remembrance service Grant Requests ○ Quarterly Budget Monitoring Report - Review and Minute effectiveness of internal financial controls Policies for Review ○
November	• Council to approve the budget and precept requirement for next financial year • Remembrance Day • Review employees' wages and conditions of service • Complete Internal Audit checklist document	Items by 22 October; Agenda up on 29 October; Meeting on 5 November Draft Budgets Policies for Review ○
December	• Agree budget and advise District/Unitary Council of Precept requirement	Items by 19 November; Agenda up on 26 November; Meeting on 3 December Policies for Review ○ -

Year at a Glance 2020 / 21		
Month	Task	For Agenda
January 2021	• Submit precept request • Report end of 3rd quarter to 31st December • Quarterly VAT reclaim (if necessary) • Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June) • Review records/documents/planning applications which can be disposed of • (2021 and 2024) Check election procedures • Review Grass Cutting Contract • Review Refuge and weed spraying contract • Review verge cutting contract	Items by 17 December; Agenda up on 23 (?) December; Meeting on 7 January Annual Budget Setting Precept following confirmation of Tax Base and CTRS figures Quarterly Budget Monitoring Report - Review and Minute effectiveness of internal financial controls Grant Requests ○ Agree Tidy-up Day Date and respond to CDC re rubbish sacks etc Policies for Review ○
February	• Ensure Health and Safety policies, Register of Interests, Standing Orders, Financial Regulations and the Assets Register are up to date • Check the new electoral register and new legislation • Follow up outstanding debts • Make arrangements for the Annual Parish Meeting • Review plans for the future	Items by 21 January; Agenda up on 28 January, Meeting on 4 February Agree meeting dates for year inc APM – remember to check when Polling Day is for May Meeting and send dates to book hall Policies for Review ○
March	• End of financial year • Precept due 1 April • Review and renew all insurance policies, including fidelity guarantee insurance cover, employers liability, public liability etc ready for April meeting • If this is an election year, check procedures and advise councillors • Create new year's finance web page	Items by 18 February; Agenda up on 25 February, Meeting on 4 March NALC Pay increase agreement from April - Agree the Reserves Review, note and publish FoI / EIR etc log Review, note and publish training log Policies for Review ○

Year at a Glance 2020 / 21		
Month	Task	For Agenda
	• Create new year's agenda and minutes page • Publish new year's meeting dates online and post on noticeboard	

Year at a Glance 2021/ 22		
Month	Task	For Agenda
April 2021	• Start of financial year • Begin preparation of year end accounts (to be approved by the council before end of Sept) • Prepare for the year end internal audit to sign off the Annual Return • Submit year end returns for tax, National Insurance and VAT to HMRC • Review and minute the effectiveness of internal controls (including risk assessment) before 31 March • Check arrangements for the Annual Parish Meeting (can be held between 1 March and 1 June) • Prepare information packs for new councillors • Review Insurance (for May Meeting) ○ BHIB Councils Insurance (see Sept 19 OALC newsletter) ○ Came & Co ○ Zurich • Set up new Excel Finance spreadsheet once previous year complete • Review Assets • Send annual allotment insurance invoice to committee • Grant requests	Items by 18 March; Agenda up on 25 March Meeting on 1 April Review and Minute effectiveness of internal financial controls - Agree Budget - Internal Financial Control report Update and confirm the Asset Register - Consider Exemption from External Audit or have a limited assurance review Notify External Auditors to certify as exempt (if income is under £25k) and agreed Review Risk Assessment 21 / 22 Year End Budget Monitoring Report (may need to go to May) - Review and Minute effectiveness of internal financial controls Grant Requests ○ Review Reserves Policy and agree Reserves - Internal Audit Report - Consider CDC Parish Remuneration Report - Confirm bank Standing Orders and Direct Debits for year and annual / regular payments (see regular payments tab in Finance spreadsheet) - Clerk Salary and confirm expenses rates Policies for Review ○
May	• Start of the Council Year	Election on 6 May

Year at a Glance 2021/ 22		
Month	Task	For Agenda
	• Hold the Annual Meeting of the PC Council, where the following items are completed: ○ Election of a Chairman for the year ○ Election of Vice-Chairman ○ Election of representatives to other bodies ○ Agree Chairman's Allowance if there is one ○ Committee membership is settled ○ Signing of Declarations of Acceptance of Office (for all before 1st meeting in an election year and every year for Chairman / Vice Chairman) ○ Review Register of Interests ○ The RFO checks bank mandates ○ Standing Orders are confirmed ○ Training could be offered to new councillors • Council's period of eligibility to exercise the power of General Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility • Scan Assets and Fidelity Guarantee section of Insurance Schedule for internal Audit •	Items by x April; Agenda up on xx April, Meeting on x May (Dates tbc) Reminder to renew register of interests and sign Acceptance of Office forms Election of Chairman Election of Vice Chairman Appointment of Internal Auditor Appointment of Councillor responsible for Internal Control Appointment of Staffing Committee Appointment of Councillor for ... Appointment of Council representative for Parish Hall ... Complete External Audit Annual Governance Statement Complete External Audit Accounting Statements Agree to redact signatures on Web version of AGAR Consider and approve draft Statement of Accounts Internal Auditor Review of Effectiveness Report Pay Insurance Renewal - Confirm meeting dates - GPC – renew after 2021 election - Internal Financial Control Procedure - ALC Training

Year at a Glance 2021/ 22		
Month	Task	For Agenda
		- CDC Parish Remuneration Report – to consider the 2020/21 report and agree members' allowances Policies for Review ○
June	• Council to approve Accounts and complete Annual Return by 30th June to send to Internal Auditor • Post up notice of Exercise of Public Rights – xx June • Submit return to Moore Stephens by xx June • Publish on the council website before the inspection period starts (ie xx June) - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected • Councillors to inspect all physical assets and report • Defib battery and pads need replacement – get costs	Items by 20 May; Agenda up 27 May; Meeting on 3 June - Fixed Assets Review - Review Dispensation Procedure (following election) - Defibrillator battery and pads replacement Policies for Review ○ s
July	• Send Annual Return to External Auditor • Quarterly VAT reclaim (if applicable) • End of first quarter Statement • Check risk assessments with the insurance company • Grant requests	Items by 17 June; Agenda up 24 June; Meeting on 1 July Inspect Bus shelters and report on condition Grant Requests ○ Budget Monitoring Report - Review and Minute effectiveness of internal financial controls - Review Internal Audit Terms of Reference Policies for Review ○

Year at a Glance 2021/ 22		
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August		Items by 22 July; Agenda up on 29 July; Meeting on 5 August Policies for Review ○
September	• Put up notices following completion of external audit (if necessary) • Arrange inspections of trees etc and organise necessary works – ongoing • Make preparations for budget discussions (using info from half year accounts, grant applications, policies) • Receive 2nd half Precept • Review grass cutting contract 2024 • Erect Silent ‘soldiers’	Items by 19 August; Agenda up on 26 August; Meeting on 2 September Agree to order Poppy Wreath (Appointment of Internal Auditor) Policies for Review ○
October	• Quarterly VAT reclaim (if applicable) • Report end of 2nd Quarter • Give draft budget to the council/Finance Committee • Approve calendar dates for meetings in next calendar year • Order Remembrance Poppy wreaths • Grant requests	Items by 23 September; Agenda up on 30 September; Meeting on 7 October Agree which Councillor to attend Remembrance service Grant Requests ○ Budget Monitoring Report - Review and Minute effectiveness of internal financial controls Policies for Review ○
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Year at a Glance 2021/ 22		
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	Complete Internal Audit checklist document	○
December	Agree budget and advise District/Unitary Council of Precept requirement	Items by 18 November; Agenda up on 25 November; Meeting on 2 December Policies for Review ○
January 2022	- Submit precept request - Report end of 3rd quarter to 31st December - Quarterly VAT reclaim (if necessary) - Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June) - Review records/documents/planning applications which can be disposed of (2024) Check election procedures - Review Grass Cutting Contract - Review Refuge and weed spraying contract - Review verge cutting contract	Items by 23 December; Agenda up on 30 December; Meeting on 6 January Annual Budget Setting Precept following confirmation of Tax Base and CTRS figures Quarterly Budget Monitoring Report - Review and Minute effectiveness of internal financial controls Grant Requests ○ Review and Minute effectiveness of internal financial controls Agree Tidy-up Day Date and respond to CDC re rubbish sacks etc Policies for Review ○ S
February	- Ensure Health and Safety policies, Register of Interests, Standing Orders, Financial Regulations and the Assets Register are up to date - Check the new electoral register and new legislation - Follow up outstanding debts - Make arrangements for the Annual Parish Meeting - Review plans for the future	Items by 20 January; Agenda up on 27 January, Meeting on 3 February Agree meeting dates for year inc APM – remember to check when Polling Day is for May Meeting and send dates to book hall Policies for Review ○

Year at a Glance 2021/ 22		
Month	Task	For Agenda
March	• End of financial year • Precept due 1 April • Review and renew all insurance policies, including fidelity guarantee insurance cover, employers liability, public liability etc ready for April meeting • If this is an election year, check procedures and advise councillors • Create new year's finance web page • Create new year's agenda and minutes page • Publish new year's meeting dates online and post on noticeboard	Items by 17 February; Agenda up on 24 February, Meeting on 3 March NALC Pay increase agreement from April (if confirmed) - Agree the Reserves Review, note and publish FoI / EIR etc log Review, note and publish training log Policies for Review ○

Every Month

- Prepare draft agenda and send to Chairman for courtesy check before publishing
- Prepare the finance report once the bank statement has been received, reconciling the account and checking for outstanding cheques / payments
- Update the HMRC Basic PAYE RTI Tools for the month and submit via the Government Gateway (before the salary payment leaves the bank account on 1st of month)
- Complete the Clerk's salary record sheet and take to the meeting with the invoices
- Create an invoice payment sheet for the meeting's invoices
- Add copies of the invoices to the Month's Finance Dropbox file
- Set up the online payments (if not writing cheques)
 - Login to the bank (add link)
 - Add instructions on how to use your particular banking here:
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- Finalise the agenda, circulate via Mailchimp, put in Dropbox and publish online
 - Mailchimp
 - Add instructions on how to use Mailchimp here

- Rename the agenda document with 'noticeboard' and enlarge text to 14 point, print 2 pages per sheet (will come out landscape) and post on the noticeboards
- Rename the previous month's Minutes document for the noticeboard, enlarge text to 14 point and print 2 pages per sheet for the noticeboard
- Post both the agenda and previous month's minutes on the noticeboards together with any other relevant notices
- Take any planning application papers round to the Chairman (see below for planning process)
- Prepare all meeting papers and publish online / put in Dropbox for Councillors
- Print out 5 copies of the Agenda and Minutes, plus 3 Finance Reports for the Public for the meeting, plus additional copies of the Minutes and the Clerk Report (based on the agenda) for the Councillors
- Take to the meeting:
 - Meeting File duly filled with papers
 - Finance File
 - Minute Book
 - Policies File (which includes Standing Orders and Financial Regulations)
 - Local Council Administration (Yellow Book)
 - Note book
 - Parish Hall Keys
 - Water bottle
- During meeting
 - Complete Attendance List
 - Make a note of any Dispensations
- After the meeting write the Minutes and send to the Chairman (for a 'sanity check') and then circulate to the Councillors also putting a copy in Drobox ready for the next meeting
- Publish the draft minutes on the website as soon as possible after checking
- Once the Minutes have been written, write the article for *Village Newsletter* (based on the Minutes)
- Consider any other articles for *Village Newsletter* which might be useful
- Update attendance spreadsheet (if not completed at the meeting)
- Action any points from the meeting

- Planning process

- Check planning email folder regularly and monitor the CDC Facebook page as they publish a weekly list of applications (usually Monday lunchtime)
- Download any consultation letters and put in the monthly meeting file area in Dropbox
- If it doesn't come by email, scan cover sheet received from CDC and put in Councillor Dropbox for month
- Add details to Planning Spreadsheet including when it is due back
- If the application is due back before the PC meeting request a time extension from the Planning Officer
- Add details to Agenda
- Add details to website (under month when will be discussed), including a link to the application on the CDC portal
- Go to the CDC portal and track the application
- As soon as possible after the meeting make the formal response
- Save all Notices of Decision which come in by email to the Dropbox and add to agenda for noting

Ad Hoc

- Circulate any email correspondence as quickly as possible
- Monitor the Village Facebook Page and other pages which might have useful information which can be circulated
- Add in to Yearly list when policies need reviewing

Poppy Wreath Text

Laid on behalf of Parish Councillors and Clerk of Anytown Parish Council in memory of all those who lost their lives in all conflicts

Basic advice on writing Minutes

- Write in the past tense
- Never name members of the public – however, if they have a Title such as Chairman of the x Committee / representative of the Village Club or whatever, then that can be used
- Try to avoid naming Councillors – it's the Council as a corporate body which makes the decisions
- However, if a particular Councillor has attended a meeting, that's fine to record
- All decisions are **RESOLVED** by the Council. If a Councillor disagrees with the decision, then this can be recorded as 'The Council **RESOLVED** to agree to x with one abstention / objection' if required