

Clerk and Councils Calendar

Month	Key Event / Trigger	Action	Notes
April	End of Financial Year	3 rd Tuesday: Full Council Annual Parish Assembly	VAT Claim to be made for January – March
May	Get AGAR signed off by Internal Auditor Annual Meeting: Election of Chair/Vice Chair Agree timetable of meetings for coming year Book Annual Play Inspections	3 rd Tuesday: Full Council Annual Parish Council Meeting	Complete the AGAR Review Standing Orders, Financial Regs, Risk Assessment
June	Commencement of Notice of Excise of Public Rights must include first 10 days of July	3 rd Tuesday: Full Council	Book Annual Playground Inspection
July	Approve Internal Auditor for next year Annual Playground Inspection to take place Policy Review – 2 policies	3 rd Tuesday: Full Council Report Playground inspection to council	VAT Claim to be made for April - June
August	Overhaul website and check all matters are compliant		No scheduled Full Council meeting

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September	AGAR should be returned Transparency Code Buy Remembrance Wreath	3 rd Tuesday: Full Council Council to agree Audit response and Notice of Conclusion to go on website and notice boards	Post Notice of Conclusion of Public Rights Update website
October	Finalise plans for Christmas Light Switch On Event Policy Review – 2 policies	3 rd Tuesday: Full Council	VAT Claim to be made for July – September Order wreath for Remembrance Day
November	Precept preparation work	3 rd Tuesday: Full Council	Draft budget to go to Full Council
December			No scheduled Full Council meeting
January	Precept request to be submitted to Lichfield District Council	3 rd Tuesday: Full Council	Cllrs to agree annual budget and precept VAT Claim to be made for October – December
February	Best Kept Village decisions	3 rd Tuesday: Full Council	
March	End of year accounts to be developed	3 rd Tuesday: Full Council	