

## Clerk and Councils Calendar

Month	Key Event / Trigger	Action	Notes
<b>April</b>	<p>End of Financial Year</p> <p>Start to get insurance quotes (current contract ends 31 May 2028)</p>	<p>3<sup>rd</sup> Tuesday: Full Council</p> <p>Annual Parish Assembly</p>	<p>VAT Claim to be made for January – March</p> <p>Spring Newsletter</p>
<b>May</b>	<p>Get AGAR signed off by Internal Auditor</p> <p>Annual Meeting: Election of Chair/Vice Chair</p> <p>Agree timetable of meetings for coming year</p>	<p>3<sup>rd</sup> Tuesday: Full Council</p> <p>Annual Parish Council Meeting</p>	<p>Complete the AGAR</p> <p>Review Standing Orders, Financial Regs, Risk Assessment</p>
<b>June</b>	<p>Commencement of Notice of Exerise of Public Rights must include first 10 days of July</p>	<p>3<sup>rd</sup> Tuesday: Full Council</p>	<p>Book Annual Playground Inspection</p>
<b>July</b>	<p>Approve Internal Auditor for next year</p> <p>Annual Playground Inspection to take place</p> <p>Policy Review – 2 policies – work on a rolling basis of oldest get reviewed first.</p>	<p>3<sup>rd</sup> Tuesday: Full Council</p> <p>Report Playground inspection to council</p>	<p>VAT Claim to be made for April – June</p> <p>Summer Newsletter</p>
<b>August</b>	<p>Overhaul website and check all matters are compliant</p>		<p>No scheduled Full Council meeting</p>

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<b>September</b>	AGAR should be returned  Transparency Code  Buy Remembrance Wreath	3 <sup>rd</sup> 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
<b>October</b>	Finalise plans for Christmas Light Switch On Event  Policy Review – 2 policies  Ensure tree work is completed	3 <sup>rd</sup> Tuesday: Full Council	VAT Claim to be made for July – September  Autumn Newsletter
<b>November</b>	Precept preparation work	3 <sup>rd</sup> Tuesday: Full Council	Draft budget to go to Full Council
<b>December</b>	Amend full budget for Jan meeting		No scheduled Full Council meeting
<b>January</b>	Precept request to be submitted to Lichfield District Council	3 <sup>rd</sup> Tuesday: Full Council	Cllrs to agree annual budget and precept  VAT Claim to be made for October – December  Winter Newsletter
<b>February</b>	Best Kept Village decisions	3 <sup>rd</sup> Tuesday: Full Council	
<b>March</b>	End of year accounts to be developed	3 <sup>rd</sup> Tuesday: Full Council	