# Staple Parish Council Annual Schedule of Events / Tasks.

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| January | • Review budget vs. expenditure<br>• Review Council Cash Reserves<br>• Agree budget for forthcoming year<br>• Agree precept amount<br>• Clerk to send off precept request<br>• Pay HMRC | 3/4 |
| February | | |
| March | • End of Year accounts / final review of budget vs expenditure | 4/4 |
| April | • Annual Parish Meeting?<br>• Agree Accounts ending 31/3 at meeting<br>• Create Annual Governance Statement.<br>• Send accounts to Internal Auditor after meeting.<br>• Pay HMRC | |
| May | • Annual Parish Council Meeting<br>• Elect Chair and Deputy Chair<br>• Chair and Deputy Chair to sign Decs of Acceptance of office.<br>• Agree annual officers – ie – who is in charge of planning, highways.<br>• Set dates for forthcoming year.<br>• Precept received. | |
| June | • Receive report of the Internal Auditor<br>• Complete AGAR.<br>• Send in AGAR<br>• 1 June Renewal of Insurance Due<br>• AGAR deadline end of June.<br>• Annual Parish Meeting?<br>• | |
| July | • Exercise of public rights.<br>• Present Internal Audit Action Plan to council.<br>• Review budget vs. Expenditure<br>• Pay HMRC | 1/4 |
| August | NO MEETING<br>(actions from IA Action plan) | |
| September | • Review Annual Policies and Risk assessments. (Statement of Internal Control and Risk assessment annually – all others every three years).<br>• Send through updated passwords and tasks document. | Many councils do this in May but I've moved it here – May looks very busy and it spreads the admin / time in meetings a bit – doesn't matter as long as it's done annually. |

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| October | • Sign off Annual Policies<br>• Pay HMRC<br>• Find and approve Internal Auditor (to be minuted at the meeting).<br>• Review budget vs. expenditure | 2/4 |
| November | • Report on Inspection of assets<br>• Review of Council Asset register. | Moved from May as above. |
| December | • Discuss budget for forthcoming year. | |