

Tur Langton Parish Council Year Plan

<p>January 2019 - Parish Council meeting</p> <p>Agree budget/precept for 2018/19. (FR 3.2) Submit to HDC, deadline 18/1/19 ✓</p> <p>Review Grievance Policy and Disciplinary Policy – moved to Feb</p> <p>Grass cutting Service Level Agreement ✓</p> <p>Invoice for Defibrillator Annual Support Agreement due - invoice received Feb</p> <p>Continue to work on handbook</p> <p>Neighbourhood Plan – Inspector report awaited</p> <p>Work on Village Hall loan</p>	<p>February 2019 – Parish Council meeting (March meeting held early)</p> <p>Review Grievance Policy and Disciplinary Policy – moved from Jan</p> <p>Review Expenses Policy – (moved from March)</p> <p>Review Risk Assessment (FR 14.1) - (moved from March)</p> <p>Review Communication Policy - (moved from March)</p> <p>Review Asset Register (SO 5jxii) (FR 12.6) - (moved from March)</p> <p>Insurance Renewal / Review Insurance (SO 5ki) - (moved from March)</p> <p>Review Fidelity Guarantee Insurance (FR 13.4) - (moved from March)</p> <p>Leicestershire Footpath Assoc Renewal - (moved from March)</p> <p>Defibrillator Annual Support Agreement due from 3/2/19</p> <p>Work on Village Hall loan</p> <p>Review grass cutting spec to include new LCC requirements</p> <p>Promotion of election – webpage / NL / notice for NB</p> <p>Continue to work on handbook</p> <p>NP – inspector report received and feedback submitted</p> <p>Make arrangements for clerk’s appraisal</p> <p>Newsletter end of month</p>
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<p>March 2019 - Parish Council Meeting (n/a held in February)</p> <p>Insurance Renewal / Review Insurance (SO 5ki) – moved to Feb Review Fidelity Guarantee Insurance (FR 13.4)- -moved to Feb</p> <p>Leicestershire Footpath Association Renewal – moved to Feb</p> <p>Review Expenses Policy – moved to Feb Review Risk Assessment (FR 14.1) – moved to Feb Review Communication Policy - moved to Feb Review Asset Register (SO 5jxii) (FR 12.6) – moved to Feb</p> <p>Work on Village Hall loan</p> <p>Grass Cutting (1 cut)</p> <p>Promotion of Election 22/3 - Nomination packs available (HDC) 28/3 – Nomination pack check and receipt event at Kibworth Grammar School Hall, 4 – 6.30 p.m.</p> <p>NP – receive final report from Inspector, put in modifications, hold extra meeting to approve</p> <p>Review emergency plan</p> <p>18/3/19 – next defibrillator check due</p>	<p>April 2019</p> <p>Prepare annual statement of accounts for Audit (FR2.3)</p> <p>Submit to Internal Auditor</p> <p>Grass cutting (2 cuts)</p> <p>Grass Cutting spot check</p> <p>Send off necessary year end info on salaries to HMRC</p> <p>Prepare information to give to chair for annual report at APM</p> <p>Claim VAT refund</p> <p>Work on Village Hall loan</p> <p>Promotion of election 3/4 – Close of nominations 4/4 – Statement of persons nominated published (HDC)</p> <p>Review of clerk’s appraisal, any actions</p>
<p>May 2019</p> <p>2nd May – Polling day</p> <p>Induction new councillors</p> <p>Annual Parish Meeting – 21/5/19 Parish Council Annual Meeting - 21/5/19</p>	<p>June 2019</p> <p>Grass cutting (2 cuts)</p> <p>Inspection period for accounts – date to be arranged</p>

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<p>Elect Chair (SO 5e)</p> <p>Acceptance of office to be signed by chair and all councillors</p> <p>Appoint Councillors: Grass cutting spot checks / checks of street furniture / Internal Auditor (councillor)</p> <p>Appoint reps: Village Hall (councillors) (SO 5j xi)</p> <p>Review Standing Orders (SO 5jix)</p> <p>Review Financial Regulations (SO 5jix / 18b) (FR15.1)</p> <p>Review Data Protection & Information Security Policy (FR 5jxiv)</p> <p>Review Records and Retention of Documents Policy</p> <p>Review Aims and Objectives</p> <p>Review Policies and Procedures for handling requests for information</p> <p>Review Data Protection Policy / Privacy Notices / Consent Form / Subject Access Request policy / Data Breach Policy</p> <p>Approve end of year accounts and reconciliation (SO 17e)</p> <p>Receive / Review Internal Auditor Report</p> <p>Review effectiveness of system of internal control (FR 1.5)</p> <p>Sign Annual Return (Accounting Statement and Annual Governance Statement)</p> <p>Submit accounts to Internal Auditor</p> <p>NALC / LRALC renewal</p> <p>Information Commissioner Renewal</p> <p>RCC renewal</p> <p>Grass cutting (2 cuts) / Grass Cutting spot check</p> <p>Newsletter – deadline for copy 20th - Distribution end of month</p>	
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<p>July 2018 - Parish Council Meeting</p> <p>Review Health and Safety Policy Review Lone Working Policy Review Home Working Policy</p> <p>Review Bank Mandate (FR1.14)</p> <p>Grass cutting (2 cuts)</p> <p>Inspection period for accounts – ends</p>	<p>August 2018</p> <p>Grass cutting (1 cut?)</p> <p>Grass cutting spot check</p> <p>Newsletter – deadline for copy 20th - Distribution end of month</p>
<p>September 2019 - Parish Council Meeting</p> <p>Review Equality, Diversity and Equal Opportunities Policy Review Recruitment Policy Review Sickness, Absence and Annual Leave Policy</p> <p>Grass cutting (2 cuts)</p>	<p>October 2019</p> <p>Grass cutting (1 cut)</p>
<p>November 2019 - Parish Council Meeting</p> <p>Review “Achieving Transparency Code” document Review Media Policy Review Complaints Procedure Adopt Information Security Policy</p> <p>Review grass cutting work over season “End of Season Checklist” to contractor with last payment Consider whether any additional grass cuts are likely to be necessary, depending on weather. Delegate decision to Chair and Clerk? Consider grass cutting contract extension for 2020 season?</p>	<p>December 2019</p> <p>Receive tax base information from HDC</p> <p>Prepare revised draft budget for 2019/20 to be finalised at January meeting</p> <p>Receive grass cutting reimbursement from LCC</p> <p>Get Harborough Building Society book made up</p> <p>31/12/19 – defibrillator pads replacement date</p>

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<p>Invoice LCC for grass cutting reimbursement</p> <p>Initial Budget Template for 20/21 (FR 3.1)</p> <p>Newsletter – deadline for copy 20th - Distribution end of month</p>	
<p>January 2020 - Parish Council meeting</p> <p>Agree budget/precept for 2018/19. (FR 3.2) Submit to HDC</p> <p>Review Grievance Policy and Disciplinary Policy</p> <p>Grass cutting Service Level Agreement</p> <p>Invoice for Defibrillator Annual Support Agreement due</p> <p>5/1/2020 – saved search on HDC Planning Portal expires</p> <p>Merton College may terminate lease by serving a break notice at of least one month if tenant has not completed the works</p>	<p>February 2020</p> <p>Review Expenses Policy – (moved from March)</p> <p>Review Risk Assessment (FR 14.1) - (moved from March)</p> <p>Review Communication Policy - (moved from March)</p> <p>Review Asset Register (SO 5jxii) (FR 12.6) - (moved from March)</p> <p>Defibrillator Annual Support Agreement due from 3/2/20</p> <p>Make arrangements for clerk's appraisal</p> <p>Newsletter end of month</p> <p>9/2/2020 – 3rd anniversary of VH lease – break clause date</p> <p>First instalment of Village Hall rent due to Merton College</p>
<p>Looking further ahead</p> <p>8/2/2038 – Village Hall lease expires</p> <p>31/1/2021 – Defibrillator batteries to be replaced</p>	