

## Tur Langton Parish Council Year Plan

<p><b>March 2016 -</b> Grass Cutting (1 cut) - check Newsletter – check whether delivered</p>	<p><b>April 2016</b> Grass cutting (2 cuts) - check Grass Cutting spot check - check</p>
<p><b>May 2016 -</b> Annual Parish Meeting and Parish Council Annual Meeting</p> <p>Elect Chair (SO 5e) Appoint Councillors: Grass cutting spot checks / checks of street furniture / Internal Auditor (councillor) Appoint reps: Village Hall (councillors) (SO 5j xi) / FP Warden</p> <p>Review Standing Orders (SO 5jix) Review Financial Regulations (SO 5jix / 18b) (FR15.1) Review Asset Register (SO 5jxii) (FR 12.6) Review Data Protection &amp; Information Security Policy (FR 5jxiv) Review Records and Retention of Documents Policy Review Aims and Objectives</p> <p>Approve end of year accounts and reconciliation (SO 17e) Receive / Review Internal Auditor Report Review effectiveness of system of internal control (FR 1.5) Sign Annual Return (Accounting Statement and Annual Governance Statement)</p> <p>Agree and procure new website / emails package</p> <p>NALC / LRALC renewal Information Commissioner Renewal</p> <p>Approve Communication Policy? Grass cutting (2 cuts) Environment Group meeting 31/5/16 Logo competition</p>	<p><b>June 2016</b></p> <p>Grass cutting (2 cuts)</p> <p>Work on setting up and transferring information to new website</p> <p>Work on newsletter for distribution July</p> <p>Work on handbook</p> <p>Inspection period for accounts – provision for Electors Rights – earliest date to advertise 3/6/16</p> <p>NP meeting (date to be arranged)</p> <p>Do work on preparing Transparency fund grant</p>

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<p><b>July 2016</b> - Parish Council Meeting</p> <p>Review Health and Safety Policy  Review Lone Working Policy  Review Home Working Policy</p> <p>Adopt Communications Policy</p> <p>Review Bank Mandate (FR1.14)</p> <p>SLCC Renewal</p> <p>Continue work on new website</p> <p>Grass cutting (2 cuts)</p> <p>Newsletter</p> <p>Claim Transparency Fund Grant</p> <p>Adopt new Governance and Accountability Document</p> <p>Inspection period for accounts – provision for Electors Rights – latest date 1/7/16 / earliest date for end of period 14/7/16</p>	<p><b>August 2016</b></p> <p>Complete transfer to new website  Closure of old website</p> <p>Grass cutting (2 cuts)</p> <p>Grass cutting spot check</p> <p>Finalise Draft handbook</p> <p>Inspection period for accounts – provision for Electors Rights – latest date for end of advertising period 11/8/16</p>
<p><b>September 2016</b> - Parish Council Meeting</p> <p>Review Equality, Diversity and Equal Opportunities Policy  Review Recruitment Policy  Review Sickness, Absence and Annual Leave Policy</p> <p>Consider draft handbook</p> <p>Grass cutting (2 cuts)</p>	<p><b>October 2016</b></p> <p>1/10/16 – Workplace Pension Staging Date – letter to be sent to clerk</p> <p>Grass cutting (1 cut)</p> <p>Work on newsletter for distribution November</p>

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<p><b>November 2016</b> - Parish Council Meeting</p> <p>Review “Achieving Transparency Code” document</p> <p>“End of Season Checklist” to contractor with last payment</p> <p>Review grass cutting work over season</p> <p>Invoice LCC for grass cutting reimbursement</p> <p>Review Media Policy</p> <p>Review Complaints Procedure</p> <p>Newsletter</p> <p>Check enforcement – advertising boards</p> <p>Initial Budget Template for 2017/18 (FR 3.1) / Attend precept training?</p>	<p><b>December 2016</b></p> <p>Receive tax base information from HDC</p> <p>Prepare revised draft budget for 2017/18 to be finalised at January meeting</p>
<p><b>January 2017</b> - Parish Council meeting</p> <p>Agree budget/precept for 2017/18. (FR 3.2) Submit to HDC, deadline tbc</p> <p>Review Grievance Policy and Disciplinary Policy</p> <p>Appoint Internal Auditor (FR 2.5)</p> <p>Clerk’s appraisal</p> <p>Consider whether any additional grass cuts are likely to be necessary, depending on weather. Delegate decision to Chair</p>	<p><b>February 2017</b></p> <p>Get Harborough Building Society book made up</p> <p>Work on newsletter for distribution March</p> <p>Workplace pension – deadline for declaring compliance 28/2/17</p>

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<p>and Clerk? Contract – 3<sup>rd</sup> year of 3 year contract</p>	
<p><b>March 2017 - Parish Council Meeting</b></p> <p>Insurance Renewal / Review Insurance (SO 5ki) Review Fidelity Guarantee Insurance (FR 13.4)</p> <p>Review of clerk’s appraisal, any actions Review of clerks salary following appraisal (FR 4.4)</p> <p>Leicestershire Footpath Association Renewal</p> <p>Review Expenses Policy Review Risk Assessment (FR 14.1)</p> <p>Grass Cutting (1 cut)</p>	<p><b>April 2017</b></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>Request report from Footpath Warden for APM</p> <p>Prepare information to give to chair for annual report at APM</p> <p>Claim VAT refund</p>
<p><b>Looking further ahead</b></p> <p>November 2017 – Get grass cutting quotations</p> <p>January 2018 – Award Grass Cutting Contract</p> <p>5/1/2020 – saved search on HDC Planning Portal expires</p> <p>27/2/2020 – Hanbury Charity Trustee appointment expires</p>	

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