

Tur Langton Parish Council Year Plan

<p>July 2023 - Parish Council Meeting</p> <p>Review Health and Safety Policy Review Lone Working Policy Review Home Working Policy</p> <p>Grass cutting (2 cuts)</p> <p>Review Emergency Plan to reflect new council membership</p> <p>Website Accessibility check using Wix Accessibility Wizard (Cllr Officer)</p> <p>Exercise of Public Rights for accounts ends - latest 14/7/23</p> <p>MH Building Society book made up</p>	<p>August 2023</p> <p>Grass cutting (2 cuts)</p> <p>Grass cutting spot check</p> <p>Loan instalment due 21/8</p>
<p>September 2023 - Parish Council Meeting</p> <p>Review Equality, Diversity and Equal Opportunities Policy Review Recruitment Policy Review Sickness, Absence and Annual Leave Policy Grass cutting (2 cuts) Decide whether to get quotes for grass cutting or just ask current contractor to quote again</p> <p>Start to review Community Response Plan? Start to review Aims and Objectives</p> <p>Newsletter</p>	<p>October 2023</p> <p>Grass cutting (1 cut)</p> <p>Receive details of Village Hall insurance</p> <p>Send out for quotes for grass cutting</p> <p>Receive details of Village Hall Accounts and year-end report (year end 31/12)</p>
<p>November 2023 - Parish Council Meeting</p> <p>Review “Achieving Transparency Code” document Review Media Policy</p>	<p>December 2023</p> <p>Receive tax base information from HDC</p>

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<p>Review Complaints Procedure Aims and Objectives</p> <p>Send Invoice to LCC for grass cutting reimbursement</p> <p>Review grass cutting work over season “End of Season Checklist” to contractor. Consider whether any additional grass cuts are likely to be necessary, depending on weather. Delegate decision to Chair and Clerk</p> <p>Award Grass Cutting contract for 2024 season</p> <p>Initial Budget Template for 23/24 (FR 3.1) - Prepare revised draft budget for 2023/24 to be finalised at January meeting</p> <p>Review Aims and Objectives.</p>	<p>Receive grass cutting reimbursement from LCC</p> <p>Namecheap email subscription renewal</p>
<p>January 2024 - Parish Council meeting</p> <p>Agree budget/precept for 2024/25. (FR 3.2) Submit to HDC Review Reserves Policy</p> <p>Invoice for Defibrillator Annual Support Agreement to pay</p> <p>Review Grievance and Disciplinary Policies</p> <p>Village Hall Insurance Policy</p>	<p>February 2024</p> <p>Defibrillator Annual Support Agreement due from 3/2/24</p> <p>Village Hall rent due to Merton College</p> <p>Loan instalment due 21/2</p>
<p>March 2024 Parish Council Meeting</p> <p>Insurance Renewal / Review Insurance (SO 5ki) Review Fidelity Guarantee Insurance (FR 13.4)</p>	<p>April 2024</p> <p>Prepare annual statement of accounts for Audit (FR2.3)</p>

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<p>Leicestershire Footpath Association Renewal</p> <p>Review Expenses Policy Review Risk Assessment (FR 14.1) Review Communication Policy - Review Asset Register (SO 5jxii) (FR 12.6) Review Business Plan?</p> <p>Grass Cutting (1 cut). Get details of insurance from contractor and send to LCC.</p> <p>Discuss whether to continue to have Business Plan</p> <p>Email Domain renewal</p>	<p>Submit to Internal Auditor</p> <p>Internal Auditor meetings</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>Claim VAT refund</p>
<p>May 2024 Annual Parish Meeting and Parish Council Annual Meeting</p> <p>Elect Chair (SO 5e) Acceptance of office to be signed by chair Acceptance of Office Councillors Appoint Councillors: Grass cutting spot checks / checks of street furniture / Internal Auditor (councillor) / defibrillator checks Appoint reps: Village Hall (councillors) (SO 5j xi) Review Code of Conduct Review Standing Orders (SO 5jix) Review Financial Regulations (SO 5jix / 18b) (FR15.1) Review Code of Conduct Review Document Disposal and Retention Policy and Appendix A – List of Documents for Retention and Disposal Review Policies and Procedures for handling requests for information</p>	<p>June 2024</p> <p>Grass cutting (2 cuts)</p> <p>Inspection period for accounts – starts earliest?</p> <p>SLCC renewal</p> <p>Send off Certificate of Exemption and contact details form to External Auditor – deadline?</p> <p>The following need to be on website before?</p> <ul style="list-style-type: none"> • Internal Audit Report • Completed AGAR • Analysis of Variances • Bank Reconciliation • Notice of Exercise of Public Rights

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<p>Review Data Protection Policy / Privacy Notices / Consent Form / Subject Access Request policy / Data Breach Policy</p> <p>Review Data Management and Information Security Policy</p> <p>Review Business Plan</p> <p>Review Scheme of Delegation</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 / AGAR (Accounting Statement and Annual Governance Statement)</p> <p>Review Bank Mandate</p> <p>NALC / LRALC renewal</p> <p>Information Commissioner Renewal (direct debit)</p> <p>Grass cutting (2 cuts) / Grass Cutting spot check</p> <p>Authorise SLCC payment pending receipt of invoice in June</p>	
<p>Looking further ahead</p> <p>August 2024 – Medium Sterile Dressings and Large Sterile Dressings in Emergency Grab Bag expire</p> <p>September 2024 – clerk retires</p> <p>October 2024 – get new main electrodes for defibrillator</p> <p>30/11/24 – main electrodes on defibrillator expire</p> <p>November 2024 – get new spare electrodes for defibrillator.</p>	

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<p>31/12/24 – spare electrode on defibrillator expires</p> <p>February 2025 – order new battery for defibrillator</p> <p>30/3/25 – Defibrillator battery to be replaced</p> <p>April 2025 – Pensions Regulator re-declaration of compliance due</p> <p>April 2025 – Wash proof plasters in Emergency Grab Bag expire</p> <p>4/4/25 – Wix subscription expires, invoice 14 days in advance - £172.80?</p> <p>June 2025 – Sterile saline wipes in Emergency Grab Bag expire</p> <p>December 2025 - Grass cutting Service Level Agreement with LCC for 2026 season</p> <p>Jan 2028 – website domain renewal (10 years)</p> <p>01/01/2030 -saved search on HDC Planning Portal expires</p> <p>2031 – Neighbourhood Plan Expires</p> <p>8/2/2038 – Village Hall lease expires</p>	
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