

Tur Langton Parish Council Year Plan

<p>July 2017 - Parish Council Meeting</p> <p>Review Health and Safety Policy Review Lone Working Policy Review Home Working Policy Review Policies and Procedures for handling requests for information Approve Defibrillator Protocol</p> <p>Claim VAT refund</p> <p>Review Bank Mandate (FR1.14)</p> <p>Grass cutting (2 cuts)</p> <p>Clerk's appraisal</p> <p>Inspection period for accounts – ends - 28/7/17</p> <p>Defibrillator Protocol</p> <p>NP Basic Conditions Statement prepared and plan submitted consultation period started 3/7/17✓</p>	<p>August 2017</p> <p>Grass cutting (2 cuts)</p> <p>Grass cutting spot check</p> <p>Commence work on handbook</p>
<p>September 2017 - 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>Approve Handbook</p>	<p>October 2017</p> <p>Invoice LCC for grass cutting reimbursement</p> <p>Grass cutting (1 cut)</p> <p>Start looking at getting quotes for new grass cutting contract</p>

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<p>Newsletter – deadline for copy 20th - Distribution end of month</p> <p>Review of clerk’s appraisal, any actions</p> <p>Review of clerks salary following appraisal (FR 4.4)</p>	
<p>November 2017 - 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 – deadline for copy 20th - Distribution end of month</p> <p>Initial Budget Template for 2018/19 (FR 3.1)</p> <p>Consider whether any additional grass cuts are likely to be necessary, depending on weather. Delegate decision to Chair and Clerk? Contract – 3rd year of 3 year contract</p> <p>Receive grass cutting reimbursement from LCC</p> <p>Get Grass cutting quotations</p>	<p>December 2017</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>Get Harborough Building Society book made up</p>

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<p>January 2018 - Parish Council meeting</p> <p>Agree budget/precept for 2018/19. (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>Receive grass cutting reimbursement from LCC</p> <p>Award Grass Cutting Contract</p>	<p>February 2018</p>
<p>March 2018 - Parish Council Meeting</p> <p>Insurance Renewal / Review Insurance (SO 5ki) Review Fidelity Guarantee Insurance (FR 13.4)</p> <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)</p> <p>Review of clerk's appraisal, any actions</p>	<p>April 2018</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>

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<p>Review of clerks salary following appraisal (FR 4.4)</p> <p>Grass Cutting (1 cut) plus extra cut at beginning of season requested Nov 2016</p> <p>Newsletter – deadline for copy 20th - Distribution end of month Receive grass cutting reimbursement from LCC</p>	<p>Prepare information to give to chair for annual report at APM</p> <p>Claim VAT refund</p>
<p>May 2018 - Annual Parish Meeting / Parish Council Annual Meeting</p> <p>Submit accounts to Internal Auditor</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 Data Protection & Information Security Policy (FR 5jxiv) Review Records and Retention of Documents Policy Review Aims and Objectives Review Policies and Procedures for handling requests for information</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>NALC / LRALC renewal Information Commissioner Renewal RCC renewal</p>	<p>June 2018</p> <p>Grass cutting (2 cuts)</p> <p>Newsletter – deadline for copy 20th - Distribution end of month</p> <p>Inspection period for accounts – earliest date - check</p>

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Grass cutting (2 cuts) / Grass Cutting spot check	
Claim VAT refund	
Looking further ahead	
5/1/2020 – saved search on HDC Planning Portal expires 27/2/2020 – Hanbury Charity Trustee appointment expires 8/2/2038 – Village Hall lease expires	