

Tur Langton Parish Council Year Plan

<p>January 2018 - Parish Council meeting</p> <p>Get Harborough Building Society book made up</p> <p>Agree budget/precept for 2018/19. (FR 3.2) Submit to HDC, deadline 19/1/18</p> <p>Review Grievance Policy and Disciplinary Policy</p> <p>Appoint Internal Auditor (FR 2.5)</p> <p>Clerk's appraisal (2017 and 2018)</p> <p>Approve submission version of NP</p> <p>Purchase domain and subscription to Wix. Finalise Transparency Grant, transferring any balance to clerk salary (monthly payments, checking with LRLAC</p> <p>Award Grass Cutting Contract</p> <p>Approve Emergency Plan draft (pending Grab Bag receipt and contents to be added</p> <p>Clerk to attend General Data Protection Regulation training</p>	<p>February 2018</p> <p>Work on General Data Protection Regulation</p> <p>Start Work on Handbook</p> <p>Submit NP</p> <p>Receive Emergency Grab Bag?</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)</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>

Tur Langton Parish Council Year Plan

<p>Review Communication Policy Review Asset Register (SO 5jxii) (FR 12.6)</p> <p>Review of clerk's appraisal, any actions</p> <p>Grass Cutting (1 cut)</p> <p>Newsletter – deadline for copy 20th - Distribution end of month</p> <p>Receive grass cutting reimbursement from LCC</p> <p>Approve Final Version of Emergency Plan</p> <p>Continue to work on handbook</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>Continue to work on handbook</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)</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> <p>Continue to work on handbook</p>

Tur Langton Parish Council Year Plan

<p>Sign Annual Return (Accounting Statement and Annual Governance Statement)</p> <p>NALC / LRALC renewal Information Commissioner Renewal RCC renewal</p> <p>Grass cutting (2 cuts) / Grass Cutting spot check</p>	
<p>July 2018 - 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</p> <p>Review Bank Mandate (FR1.14)</p> <p>Grass cutting (2 cuts)</p> <p>Inspection period for accounts – ends -</p> <p>Get Harborough Building Society book made up</p>	<p>August 2018</p> <p>Grass cutting (2 cuts)</p> <p>Grass cutting spot check</p>
<p>September 2018 - 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 2018</p> <p>Grass cutting (1 cut)</p>

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<p>Newsletter – deadline for copy 20th - Distribution end of month</p>	
<p>November 2018 - Parish Council Meeting</p> <p>Review “Achieving Transparency Code” document Review Media Policy Review Complaints Procedure</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 2019 season? Invoice LCC for grass cutting reimbursement</p> <p>Newsletter – deadline for copy 20th - Distribution end of month -</p> <p>Initial Budget Template for 19/20 (FR 3.1)</p>	<p>December 2018</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>Receive grass cutting reimbursement from LCC</p>
<p>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</p>	