

## Tur Langton Parish Council Year Plan

<b>March 2016 - Parish Council Meeting</b>  Insurance Renewal / Review Insurance (SO 5ki) Review Fidelity Guarantee Insurance (FR 13.4)  Review of clerk's appraisal, any actions Review of clerks salary following appraisal (FR 4.4)  Leicestershire Footpath Association Renewal  Review Expenses Policy Review Risk Assessment (FR 14.1)  Grass Cutting (1 cut)  Newsletter  NP Questionnaires  Set up meeting NP Environment Group  Logo Competition	<b>April 2016</b>  Prepare annual statement of accounts for Audit (FR2.3)  Submit to Internal Auditor  Grass cutting (2 cuts)  Grass Cutting spot check  Start work on procurement of website and email package  Send off necessary year end info on salaries to HMRC  Request report from Footpath Warden for APM  Prepare information to give to chair for annual report at APM  Claim VAT refund  Communication work (all council)
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<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) / Footpath 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 Media Policy (SO 5jxv)          Review Complaints Procedure (SO 5jxiii)          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>Grass cutting (2 cuts)</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>Communication Policy Draft to be completed</p> <p>Work on handbook</p> <p>Inspection period for accounts – provision for Electors Rights – earliest date to advertise 3/6/16</p>
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<p><b>July 2016 - Parish Council Meeting</b></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>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 - Parish Council Meeting</b></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>Newsletter</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 and Clerk? Contract – 3<sup>rd</sup> year of 3 year contract</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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<b>Looking further ahead</b>  November 2017 – Get grass cutting quotations  January 2018 – Award Grass Cutting Contract  5/1/2020 – saved search on HDC Planning Portal expires  27/2/2020 – Hanbury Charity Trustee appointment expires	
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