

Clerk and Councils Calendar

Month	Key Event / Trigger	Action	Notes
April	End of Financial Year	1 st Saturday: Artisan Market 1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee Close down the accounts	VAT Claim to be made for January to March End of year reports to F and M RBS or RFO to close the accounts
May	Round of Annual Meetings Elections – this will affect dates of meetings Public Consultations	1 st Saturday: Artisan Market Annual Parish Council Meeting Annual Parish Assembly 1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee May Community Conference Apply for June, July and August Artisan Market Street Licences	Annual Parish Assembly Standing Orders, Risk Assessment, Financial Regs to be reviewed at Full Council

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June	Commencement of Audit	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>3rd Wednesday: Planning and F & M Committee</p>	<p>Accounts to Full Council</p> <p>Councillors to approve AGAR prior to submission</p> <p>Post Notice of commencement of audit</p>
July	Appoint Internal Auditor	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>3rd Wednesday: Planning and F & M Committee</p> <p>Apply for September, October and November Artisan Market Street Licence</p>	<p>Approve Internal Auditor for next year</p> <p>VAT Claim to be made for April to June</p>
August	Transparency Code	<p>1st Saturday: Artisan Market</p> <p>Ensure all documentation on website correct and refreshed where necessary</p>	Update Website
September	End of Inspection of Accounts	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p>	<p>AGAR to Full Council for confirmation of auditors comments</p> <p>Meet with internal Auditor</p>

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	Transparency Code	<p>3rd Wednesday: Planning and F & M Committee</p> <p>Notice of Conclusion of Audit and Annual return</p> <p>Street Licencing and Road Closure for Christmas and Remembrance Sunday.</p>	<p>Begin working on precept</p> <p>Update Website</p>
October	Precept Preparation	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>3rd Wednesday: Planning and F & M Committee</p> <p>Apply for November, December and February Artisan Market Street Licence.</p>	VAT Claim to be made for July and September
November	<p>Christmas Light Switch On</p> <p>Public Consultations</p>	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>3rd Wednesday: Planning and F & M Committee</p> <p>Community Conference</p>	

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December	Small Grant Scheme and Urban Greening Grant Scheme	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>3rd Wednesday: Planning and F & M Committee</p>	<p>Accounts to Full Council</p> <p>Precept to be confirmed at F and M</p> <p>Grant Applications to be in</p>
January	<p>Submission of Precept to CCDC</p> <p>Staff Appraisals</p>	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>3rd Wednesday: Planning and F & M Committee</p> <p>Prepare Tender document for Fireworks Company</p>	<p>Grants to be heard at F and M</p> <p>Precept to be approved by Full Council</p> <p>VAT Claim to be made for October to December</p>
February	Tender for Firework Companies	<p>1st Saturday: Artisan Market</p> <p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>3rd Wednesday: Planning and F & M Committee</p> <p>Apply for March, April and May Artisan Market Street License</p>	Tender Firework Companies

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March		1 st Saturday: Artisan Market 1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee	Accounts to Full Council Annual Report to be submitted to Full Council
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