

Clerk and Councils Calendar

Month	Key Event / Trigger	Action	Notes
April	End of Financial Year	<p>1st Wednesday: Full Council</p> <p>2nd Wednesday: Community Engagement Committee; Rose Committee</p> <p>Annual Parish Assembly</p> <p>3rd Wednesday: Planning and F & M Committee</p>	<p>VAT Claim to be made for January to March</p> <p>Annual Parish Assembly</p>
May	<p>Round of Annual Meetings</p> <p>Finalise Charter Fair</p>	<p>Annual Parish Council Meeting</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>Standing Orders, Risk Assessment, Financial Regs to be reviewed at Full Council</p> <p>Complete Annual Return – send off once approved at council</p>
June	<p>Commencement of Audit</p> <p>Charter Fair</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>Charter Fair</p> <p>Post Notice of commencement of audit</p>
July	Appoint Internal Auditor	<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>Approve Internal Auditor for next year</p> <p>VAT Claim to be made for April to June</p>

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August	Transparency Code	Ensure all documentation on website correct and refreshed where necessary	Update Website
September	End of Inspection of Accounts Transparency Code	1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee Notice of Conclusion of Audit and Annual return	Accounts to Full Council Meet with internal Auditor Begin working on precept Update Website
October	Precept Preparation Finalise Fireworks and Christmas Light Switch	1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee	VAT Claim to be made for July and September
November	Bonfire Party	1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee	
December		1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee	Accounts to Full Council Precept to be confirmed at F and M

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		3 rd Wednesday: Planning and F & M Committee	Grant Applications to be in
January	Submission of Precept to CCDC	1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee	Grants to be heard at F and M Precept to be approved by Full Council VAT Claim to be made for October to December
February	Tender for Firework Companies	1 st Wednesday: Full Council 2 nd Wednesday: Community Engagement Committee; Rose Committee 3 rd Wednesday: Planning and F & M Committee	Tender Firework Companies
March		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