

# ALPRAHAM PARISH COUNCIL DIARY

Date of Meeting 2019	Task	Prepared By	Action	Completed
<b>January</b>	Precept Requirement sent to Cheshire East	Clerk	Send Precept request by deadline	
	Confirm auditor available	Chair	Chair to visit Mr Donovan	
	<b>##</b> Review Asset Register	All Parish Councillors	Approval by all Parish Councillors; Update Folder	
<b>February</b>	Review Freedom of Information Order	Clerk	Approval by all Parish Councillors; Update Folder	
	Review Risk Assessment	All Parish Councillors	Approval by all Parish Councillors; Update Folder	
<b>March</b>	Review Standing Orders	Clerk	Approval by all Parish Councillors; Update Folder	
	Prepare Annual Accounts	Clerk	Update Parish Accounts up to 31 March for Annual Return	
<b>April</b>	Update Parish Councillors Contact List	All Parish Councillors	Approved by Parish Councillors	
	Review of Financial Regulations	All Parish Councillors	Approval by all Parish Councillors; Update Folder	
<b>May</b>	Annual Meeting	Clerk	Elect new Chair and Vice Chair	
	Annual Parish Meeting	Clerk	Questions from residents for Chair and Clerk	
	Annual Accounts to Internal Auditor	Clerk	Internal Auditor to check the accounts before Meeting	
	Annual Accounts approved	Clerk	Approval if completed by Clerk and Internal Auditor	
	Fix Extraordinary Meeting if required	All Parish Councillors	If Annual Accounts not approved at Ordinary Mtg	
	Approve Insurance	Clerk; All Parish Councillors	Approve, Prepare and approve cheque	
<b>Note:</b>				
<b>## Urgent – required for Annual Accounts</b>				

<b>Date of Meeting 2018</b>	<b>Task</b>	<b>Prepared By</b>	<b>Action</b>	<b>Completed</b>
<b>June</b>	Transparency Act requirement on website	Clerk	Approved Documents to be on website by 1 July	
	Letter of Thanks to Internal Auditor	Clerk; Chair		
	Review Complaints Procedure	All Parish Councillors	Approval by all Parish Councillors; Update Folder	
<b>July</b>	Review Harassment and Bullying Procedures	Clerk; All Parish Councillors	Approval by all Parish Councillors; Update Folder	
	Review Data Protection Procedures	Clerk; All Parish Councillors	Approval by all Parish Councillors; Update Folder	
	Approve Insurance	Clerk; All Parish Councillors	Approve, Prepare and approve cheque	
<b>September</b>	Poppy Appeal			
<b>October</b>				
<b>November</b>	Clerk's Salary Review	All Parish Councillors	Review and approval by all Parish Councillors	
	Budget	Clerk; All Parish Councillors		
	Set Precept	Clerk; All Parish Councillors	Approval by all Parish Councillors by Deadline	
	Set dates for next year's meetings	All Parish Councillors	Approval by all Parish Councillors	
<b>Note: **Including Clerk's Work Space and Lone Working Assessment</b>				
<b>*Cheshire East arrange litter picking on request not on a programme</b>				

Notes:

**Notes**