

WINKLEIGH PARISH COUNCIL ANNUAL PLANNER JANUARY 2020 – DECEMBER 2020

MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
JAN 20	PCM 22nd Jan 2020 7.30pm Comm Centre Resolve Budget for 2020/21 and Precept demand Internal audit review Monthly Market Table for Council	 RFO/Full Council Cllrs Turner/Jacobs/ Findlay Chair	Agenda Publication 16th January 2020 – Last items for agenda 15th January 2020 Draft budget presented in November by RFO to be finalised for approval at PCM – May have to call an EPCM if TDC require Precept demand before PCM (Date will not be known until November) Internal audit group – to review the schedule of internal audit control testing, the terms of reference for the IA plan, timetable update risk assessment policy with a report for Feb pcm. Staffing of table and literature to be confirmed
FEB 20	PCM 26th Feb 2020 7.30pm Comm Centre Internal Audit Review Group Report and recommendations Clerks interim appraisal to be arranged Chairs Quarterly Newsletter for DW Monthly Market Table for Council	 Cllrs Turner/ Jacobs/ Findlay Cllrs Turner/Findlay/ Mercer Chair Chair	Agenda Publication 20th February 2020 – Last items for agenda 19th February 2020 Internal Audit group report on effectiveness of the internal audit to be forwarded to Clerk no later than 19/2/2020 for circulation with agenda. Appraisal to be carried out prior to March pcm To write quarterly newsletter for DW and forward to clerk for submission Staffing of table and literature to be confirmed
MAR 20	PCM 25th March 2020 7.30pm Comm Cen Clerks interim appraisal Annual Parish Meeting reminder Monthly Market Table for council	 Cllrs Turner/Findlay/ Mercer Parish Council Chair	Agenda Publication 19th March 2020 – Last items for agenda 18th March 2020 Clerks appraisal and accompanying report and recommendations to be sent to Clerk no later than 18/3/20 for circulation with agenda Annual PM 6 th May 2020, topics and guests to be considered (Community Centre) Staffing of table and literature to be confirmed
APR 20	PCM 22nd April 2019 7.30pm Village Hall Clerk annual Leave 6-14 April incl		Agenda Publication 16th April 2020 – Last items for agenda 15th April 2020

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APR 20	Renew Microsoft Office licences/BT Symantec device protection for Councillor tablets and clerk laptop	Clerk	Approved 15/5/19 APCM Minutes Ref 61.198 RR073/05/2019
	Year-End Accounts Preparation	RFO/Chair	RFO to prepare annual accounts, Chair to confirm cashbook tallies with year-end accounts
	Internal Audit	RFO	Date to be arranged with Internal auditor and audit to be carried out
	Annual Accounts approval	RFO/Full Council	Preparation of annual accounts and annual governance statement for approval during April pcm
	Insurance	Clerk	To obtain quotes for annual insurance policy effective 1 st June 2020 for approval May apcm
	Annual Parish Meeting 6th May 2020)	Parish Council/ Clerk/Chair	To approve refreshment expenses and finalise agenda. Clerk to invite attendees/speakers, Cllrs reminded to prepare annual working group reports as requested by Chair. Grant recipients to be requested to submit report of expenditure
	Annual Parish Meeting Agenda	Chair/Clerk	To agree and sign notice of agenda for publication 24th April 2020
	Standing Orders/Policies Review	Parish Councillors	Reminder that all policy documents to be approved at Annual Parish Council Meeting 27/5/20 – any suggested amendments to be forwarded to Clerk with appropriate proposal/special motion, for circulation with May agenda
	Monthly Market Table for council	Chair	Staffing and Literature requirement to be confirmed
MAY 20	Annual Parish Meeting 6th May 2020, 7.30pm Community Centre		
	APCM 27th May 2020, 7.30pm Village Hall		Agenda publication 21st May – last items for agenda 20th May
	Emergency Plan group review reminder	Cllrs Turner/Findlay/ Naylor	Emergency Plan Group – to review the emergency advice list AND Emergency Plan for Winkleigh and report to PCM June 2020
	Grants & Donations (for following financial year)	Clerk	Advertisement of opening of grant applications to the Council for 2021 to be approved during APCM
	Insurance review and approval	Full Council	Clerk to prepare a report and recommendation for approval during APCM

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May 20	Receipt of internal audit report	Full Council	To be reviewed and minuted
	External Audit Submission	RFO/Clerk	RFO to submit approved year-end accounts to external auditor
	Commencement of Public Rights Period	Clerk	Notices to be placed on notice boards and website for public rights period to inspect accounts
	Chair quarterly newsletter for DW	Chair	Produce quarterly newsletter for DW and forward to clerk prior to submission to DW
	Monthly Market Table for council	Chair	Staffing and literature to be confirmed
JUN 20	PCM 24th June 2020, 7.30pm Village Hall		Agenda Publication 18th June – Last items for agenda 17th June
	Clerk Annual Leave 8-12 June incl		
	Internal Audit Review	Cllrs Turner/ Jacobs/Findlay RFO	Internal audit review group to meet with Clerk to discuss IA report, update internal control document
	Website update	Clerk	Clerk - Website to be updated with financial information and council responsibilities under Transparency Code
	Cemetery Records Check with Clerk	Cllrs Turner/ Hodgson/Findlay	Audit check of Cemetery Records and Systems
Monthly Market Table for council	Chair	Staffing and literature to be confirmed	
JUL 20	PCM 22nd July 2020, 7.30pm Village Hall		Agenda Publication 16th July – Last items for agenda 15th July
	Projects/asset purchases for next financial year	Parish Council	Reminder to all Cllrs for Sept PCM to submit all proposals for projects, funding and purchases to ensure inclusion in budget planning
	Emergency Plan Group – Annual review report	Cllrs Turner/Findlay/ Naylor	Prepare and submit report no later than 15 th July to Clerk for circulation and inclusion on July agenda
	Internal Audit Review Group – Internal audit report	Cllrs Turner/Jacobs/ Findlay	Prepare and submit a report and amendments for internal control document no later than 15 th July to Clerk for circulation and inclusion on July agenda
	Monthly Market Table for Council	Chair	Staffing and literature to be confirmed

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AUG 20	No scheduled meeting		
	Clerk annual leave 17-28 Aug incl		
	Bungalow Group –Annual Inspection and rent review of cemetery bungalow	Cllrs Turner/Naylor	Bungalow Inspection and rent review (with effect 1/6/2021) to be carried out
	Cemetery Group – Annual inspection and annual review of burial fees	Cllrs Hodgson/Turner	Cemetery Inspection to include headstones condition and risk assessment of health & safety issues of grounds (i.e. Trip hazards). Annual fees to be reviewed (with effect 1/4/2021)
	Annual Asset inspection	Cllrs Mercer/Naylor	All assets within the Parish of Winkleigh/Hollocombe to include Cemetery benches to be inspected. Office equipment inventory and review
	Emergency Plan Review	Cllrs Turner/Findlay/Naylor	Review the emergency information, update contacts and submit amendments for September pcm via Clerk
	Annual check of Defibrillator (4-year agreement 2018), annual training reminder	Mr Andrew Ware/Clerk	To arrange with SW Ambulance Trust
	Chair quarterly newsletter for DW	Chair	write quarterly newsletter for DW and forward to clerk for submission
Monthly Market Table for Council	Chair	Staffing and literature to be confirmed	
SEPT 20	PCM 23rd Sept 2020, 7.30pm Village Hall		Agenda Publication 17th September – Last items for agenda 16th September
	Asset Group annual asset inspection report	Cllrs Mercer/Naylor Clerk	Asset Group inspection report to Clerk no later than 16/9/20 for agenda circulation to include estimates for repairs/replacement in current financial year and financial considerations for 2021-22 Budget
	Bungalow Group annual inspection report and Rent review	Cllrs Turner/Jacobs/Naylor	Bungalow Group Report to Clerk no later than 16/9/20 for agenda circulation to include rent review with effect 1 st June 2021 and estimates for repairs/replacement in current financial year and financial considerations for 2021-22 Budget over and above current business plan. Future actions, Bungalow Business Plan to be reviewed to take into account projected future costings.
	Cemetery Group annual inspection and T&Cs/fee review report and recommendations for 2021-22	Cllrs Hodgson/Turner	Cemetery Group Report to Clerk no later than 16/09/20 for agenda circulation to include annual grounds inspection and to T&Cs/fee review with effect 1 st Apr 2021

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	Grass Cutting Contract Tender	All Cllrs	Review of current grass cutting contract and approve tender for 2 year contract
	Cemetery Grounds Maintenance Contract Review	Cllrs Hodgson/ Turner	Cemetery Grounds contract to be reviewed for effectiveness (halfway through 2yr contract)
	Finance Group – Grant application closing date 18th Sept 2020, Reminder to prepare report and recommendations for Oct pcm	Cllrs Turner/Jacobs/ Findlay/Clerk	Finance Group to meet and assess grant applications and make recommendations for approval October pcm
	Clerks annual appraisal	Cllrs Turner/Mercer/ Findlay	To be arranged and report prepared for October pcm
	Monthly Market Table for council	Chair	Staffing and literature to be confirmed
OCT 20	PCM 28th Oct 2020 7.30pm Comm Centre		Agenda publication 22nd October – Last items for agenda 21st October
	Preparation of draft budget 2021/22	Clerk	Cllrs to be reminded that all funding requests to be submitted to clerk no later than 28 th October
	Grant applications	Cllrs Turner/Jacobs/ Findlay/Clerk	Finance Group - Grant applications for Payment April 2021, report and recommendations to be circulated with agenda for approval during PCM
	Remembrance Wreaths	Cllrs Turner/Jacobs	PC to authorise Annual Remembrance Wreaths and representatives and Remembrance Services
	Grass Cutting Contract	Parish Council	Grass Cutting contract tenders to be reviewed at PCM and contract appointed with effect 01/01/2021 for 2-year contract
	Monthly Market Table for council	Chair	Staffing and literature to be confirmed.
NOV 20	PCM 25th Nov 2020, 7.30pm Comm Cen		Agenda Publication 19th November – Last items for agenda 18th November
	RFO Budget and Precept Recommendation	RFO	Budget/precept report and recommendation to be circulated with agenda and budget and precept considered for approval or deferred to January
	Chairs Quarterly Newsletter for DW	Chair	To write quarterly newsletter for DW and forward to clerk for submission
	Monthly Market Table for council	Chair	Staffing and literature to be confirmed
DEC 20	No scheduled meeting		

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Dec 20	<p>Clerk Annual Leave 21-1st incl</p> <p>Monthly Market Table for council</p>	Chair	Staffing and literature to be confirmed