

WINKLEIGH PARISH COUNCIL ANNUAL PLANNER AUGUST 2020 – JULY 2021

MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
JAN 21	<ul style="list-style-type: none"> • PCM 27th Jan 2020 7.30pm Comm Centre • Resolve Budget for 2020/21 and Precept demand • Internal audit review • Monthly Market Table for Council 	<p>RFO/Full Council</p> <p>Chair</p>	<ul style="list-style-type: none"> • 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 21	<ul style="list-style-type: none"> • PCM 24th Feb 2021 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 	<p>Chair</p> <p>Chair</p>	<ul style="list-style-type: none"> • Internal Audit group report on effectiveness of the internal audit to be forwarded to Clerk no later than 17/2/2021 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 21	<ul style="list-style-type: none"> • PCM 24th March 2021 7.30pm Comm Cen • Clerks appraisal • Annual Parish Meeting reminder • Monthly Market Table for council 	<p>Parish Council</p> <p>Chair</p>	<ul style="list-style-type: none"> • Clerks appraisal and accompanying report and recommendations to be sent to Clerk no later than 17/3/21 for circulation with agenda • Annual PM 12th May 2021, topics and guests to be considered (Community Centre) • Staffing of table and literature to be confirmed
APR 21	<ul style="list-style-type: none"> • PCM 28th April 2021 7.30pm Village Hall 	<p>Clerk</p>	<ul style="list-style-type: none"> • Approved 27/5/20 PCM Minutes Ref 47.2.20 RR035/05/2020

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MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
	<ul style="list-style-type: none"> • Renew Microsoft Office licences/BT Symantec device protection for Councillor tablets and clerk laptop • Year-End Accounts Preparation • Internal Audit • Annual Accounts approval • Insurance • Annual Parish Meeting 12th May 2021 • Standing Orders/Policies Review • Monthly Market Table for council 	<p>RFO/Chair</p> <p>RFO</p> <p>RFO/Full Council</p> <p>Clerk</p> <p>Parish Council/ Clerk/Chair</p> <p>Parish Councillors</p> <p>Chair</p>	<ul style="list-style-type: none"> • RFO to prepare annual accounts, Chair to confirm cashbook tallies with year-end accounts • Date to be arranged with Internal auditor and audit to be carried out • Preparation of annual accounts and annual governance statement for approval during May pcm • To obtain quotes for annual insurance policy effective 1st June 2021 for approval May apcm • 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 • Reminder that policy documents to be approved at Annual Parish Council Meeting 26/5/21 – any suggested amendments to be forwarded to Clerk with appropriate proposal/special motion, for circulation with May agenda • Staffing and Literature requirement to be confirmed
MAY 21	<p>Annual Parish Meeting 12th May 2021, 7.30pm Community Centre</p> <p>APCM 26th May 2021, 7.30pm Village Hall</p> <ul style="list-style-type: none"> • Emergency Plan group review reminder • Grants & Donations (for following financial year) • Insurance review and approval 	<p>Chair</p> <p>Clerk</p>	<ul style="list-style-type: none"> • To agree and sign notice of agenda • Emergency Plan Group – to review the emergency advice list AND Emergency Plan for Winkleigh and report to PCM June 2021 • Advertisement of opening of grant applications to the Council for 2021 to be approved during APCM • Clerk to prepare a report and recommendation for approval during APCM
May 21 continued			

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	<ul style="list-style-type: none"> • Receipt of internal audit report • External Audit Submission • Commencement of Public Rights Period • Chair quarterly newsletter for DW 	<p>Full Council</p> <p>Full Council</p> <p>RFO/Clerk</p> <p>Clerk</p>	<ul style="list-style-type: none"> • To be reviewed and minuted • RFO to submit approved year-end accounts to external auditor • Notices to be placed on notice boards and website for public rights period to inspect accounts • Produce quarterly newsletter for DW and forward to clerk prior to submission to DW
JUN 21	<p>PCM 23rd June 2020, 7.30pm Village Hall</p> <ul style="list-style-type: none"> • Internal Audit Review • Website update • Cemetery Group – Records Check with Clerk 	<p>Clerk</p>	<ul style="list-style-type: none"> • Internal audit review group to meet with Clerk to discuss IA report, update internal control document • Clerk - Website to be updated with financial information and council responsibilities under Transparency Code • Audit check of Cemetery Records and Systems
JUL 21	<p>PCM 28th July 2021, 7.30pm Village Hall</p> <ul style="list-style-type: none"> • Projects/asset purchases for next financial year • Emergency Plan Group – Annual review report • Internal Audit Review Group – Internal audit report 	<p>Parish Council</p>	<ul style="list-style-type: none"> • Reminder to all Cllrs for Sept PCM to submit all proposals for projects, funding and purchases to ensure inclusion in budget planning • Prepare and submit report no later than 15th July to Clerk for circulation and inclusion on July agenda • Prepare and submit a report and amendments for internal control document no later than 18th July to Clerk for circulation and inclusion on July agenda
AUG 20	<p>No scheduled meeting</p> <ul style="list-style-type: none"> • Bungalow Group – Annual Inspection and rent review of cemetery bungalow • Cemetery Group – Annual inspection and annual review of burial fees 		<ul style="list-style-type: none"> • Bungalow Inspection and rent review (with effect 1/4/2021) to be carried out • 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)

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	<ul style="list-style-type: none"> Annual Asset inspection Emergency Plan Review Annual check of Defibrillator (4 year agreement 2014), annual training reminder Chair quarterly newsletter for DW 	<p>Mr Andrew Ware/ Clerk</p> <p>Chair</p>	<ul style="list-style-type: none"> All assets within the Parish of Winkleigh/Hollocombe to include Cemetery benches to be inspected. Office equipment inventory and review Review the emergency information, update contacts and submit amendments for September pcm via Clerk To arrange with SW Ambulance Trust To write quarterly newsletter for DW and forward to clerk for submission
SEPT 20	<p>PCM 23rd Sept 2020, 7.30pm Village Hall</p> <ul style="list-style-type: none"> Asset Group annual asset inspection report Bungalow Group annual inspection report and Rent review Cemetery Group annual inspection and T&Cs/fee review report Grass Cutting Contract review Cemetery Grounds Maintenance Contract Review & tender Finance Group – Grant application closing date 13th Sept 2020, Reminder to prepare report and recommendations for Oct pcm Clerks Annual Appraisal 	<p>All Cllrs</p>	<ul style="list-style-type: none"> 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 provision Bungalow Group Report to Clerk no later than 16/9/20 for agenda circulation to include rent review with effect 1st April 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 Report to Clerk no later than 16/09/2020 for agenda circulation to include annual grounds inspection and to T&Cs/fee review with effect 1st Apr 2021 Review of current grass cutting Contract 1 year to run and approval of advertising Cemetery Grounds contract to be reviewed and tender approved – not due until 2021 Finance Group to meet and assess grant applications prior to 17th October 2020 To be carried out with report for Oct PCM to include budget provision for April 2021

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OCT 20	<p>PCM 28th Oct 2020 7.30pm Comm Centre</p> <ul style="list-style-type: none"> • prepare budget and precept draft figures for next financial year • Grant applications • Remembrance Wreath • Grass Cutting Contract • Cemetery Grounds Maintenance Contract 	<p>RFO</p> <p>Parish Council</p>	<ul style="list-style-type: none"> • 1st Draft of budget/precept Report for 2021/20 for circulation with agenda for discussions during PCM • Finance Group - Grant applications for Payment April 2021, report and recommendations to be circulated with agenda for approval during PCM • PC to authorise Annual Remembrance Wreath and donation of £75 to RBL during PCM • Grass Cutting contract tenders to be reviewed at PCM and contract appointed with effect 01/01/2021 for 2 year contract • Cemetery Contract tenders to be reviewed at PCM and contractor appointed with effect 1/1/22 for 2 year contract.
NOV 20	<p>PCM 25th Nov 2020, 7.30pm Comm Centre</p> <ul style="list-style-type: none"> • RFO Budget and Precept Recommendation • Chairs Quarterly Newsletter for DW 	<p>RFO</p> <p>Chair</p>	<ul style="list-style-type: none"> • final budget/precept report and recommendation to be circulated with agenda and approved during PCM • To write quarterly newsletter for DW and forward to clerk for submission
DEC 20	No scheduled meeting		•