

MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
APR 19	<p><b>Parish Council Elections commence 26<sup>th</sup> March 2019</b></p> <p><b>PCM 24<sup>th</sup> April 2019, 7.30pm Village Hall</b></p> <ul style="list-style-type: none"> <li>• Renew Microsoft Office licences/BT Symantec device protection for Councillor tablets and clerk laptop</li> <li>• Year-End Accounts Preparation</li> <li>• Internal Audit</li> <li>• Annual Accounts approval</li> <li>• Insurance</li> <li>• Annual Parish Meeting (1<sup>st</sup> May 2019)</li> <li>• Standing Orders/Policies Review</li> </ul>	<p>Clerk</p> <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>	<ul style="list-style-type: none"> <li>• Approved 23/5/18 APCM Minutes Ref 59.18 RR059/05/2018</li> <li>• RFO to prepare annual accounts, Chair to confirm cashbook tallies with year-end accounts</li> <li>• Date to be arranged with Internal auditor and audit to be carried out</li> <li>• Preparation of annual accounts and annual governance statement for approval during April pcm</li> <li>• To obtain quotes for annual insurance policy effective 1<sup>st</sup> June 2019 for approval May apcm</li> <li>• 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</li> <li>• Reminder that all current policy documents to be approved at Annual Parish Council Meeting 23/5/19 – any suggested amendments to be forwarded to Clerk with appropriate proposal/special motion, for circulation with May agenda</li> </ul>
MAY 19	<p><b>Annual Parish Meeting 1<sup>st</sup> May 2019, 7.30pm Community Centre</b></p> <p><b>Council Elections Polling Day 2<sup>nd</sup> May 2019</b></p> <p><b>APCM 22<sup>nd</sup> May 2019, 7.30pm Village Hall</b></p> <ul style="list-style-type: none"> <li>• Emergency Plan group review reminder</li> </ul>	<p>Chair</p> <p>Cllrs Turner/Ware</p>	<ul style="list-style-type: none"> <li>• To agree and sign notice of agenda</li> <li>• Emergency Plan Group – to review the emergency advice list AND Emergency Plan for Winkleigh and report to PCM June 2019</li> </ul>

WINKLEIGH PARISH COUNCIL ANNUAL PLANNER 2019-20

MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
<b>May 19 continued</b>	<ul style="list-style-type: none"> <li>• Grants &amp; Donations (for following financial year)</li> <li>• Insurance review and approval</li> <li>• Receipt of internal audit report</li> <li>• External Audit Submission</li> <li>• Commencement of Public Rights Period</li> <li>• Chair quarterly newsletter for DW</li> </ul>	<p>Clerk</p> <p>Full Council</p> <p>Full Council</p> <p>RFO/Clerk</p> <p>Clerk</p> <p>Chair</p>	<ul style="list-style-type: none"> <li>• Advertisement of opening of grant applications to the Council for 2020 to be approved during APCM</li> <li>• Clerk to prepare a report and recommendation for approval during APCM</li> <li>• To be reviewed and minuted</li> <li>• RFO to submit approved year-end accounts to external auditor</li> <li>• Notices to be placed on notice boards and website for public rights period to inspect accounts</li> <li>• Produce quarterly newsletter for DW and forward to clerk prior to submission to DW</li> </ul>
<b>JUN 19</b>	<p><b>PCM 26th June 2019, 7.30pm Village Hall</b></p> <ul style="list-style-type: none"> <li>• Internal Audit Review</li> <li>• Website update</li> <li>• Cemetery Group – Records Check with Clerk</li> </ul>	<p>Cllrs Turner/ Jacobs/Findlay RFO</p> <p>Clerk</p> <p>Cllrs Turner/ Hodgson/Ware</p>	<ul style="list-style-type: none"> <li>• Internal audit review group to meet with Clerk to discuss IA report, update internal control document</li> <li>• Clerk - Website to be updated with financial information and council responsibilities under Transparency Code</li> <li>• Audit check of Cemetery Records and Systems</li> </ul>
<b>JUL 19</b>	<p><b>PCM 24<sup>th</sup> July 2019, 7.30pm Village Hall</b></p> <ul style="list-style-type: none"> <li>• Projects/asset purchases for next financial year</li> <li>• Emergency Plan Group – Annual review report</li> <li>• Internal Audit Review Group – Internal audit report</li> </ul>	<p>Parish Council</p> <p>Cllrs Turner/Ware</p> <p>Cllrs Turner/Jacobs</p>	<ul style="list-style-type: none"> <li>• Reminder to all Cllrs for Sept PCM to submit all proposals for projects, funding and purchases to ensure inclusion in budget planning</li> <li>• Prepare and submit report no later than 18<sup>th</sup> July to Clerk for circulation and inclusion on July agenda</li> <li>• Prepare and submit a report and amendments for internal control document no later than 18<sup>th</sup> July to Clerk for circulation and inclusion on July agenda</li> </ul>

WINKLEIGH PARISH COUNCIL ANNUAL PLANNER APRIL 2019-MARCH 2020 RATIFIED 27<sup>TH</sup> MARCH 2019

MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
<b>AUG 19</b>	<p><b>No scheduled meeting</b></p> <ul style="list-style-type: none"> <li>• Bungalow Group –Annual Inspection and rent review of cemetery bungalow</li> <li>• Cemetery Group – Annual inspection and annual review of burial fees</li> <li>• Annual Asset inspection</li> <li>• Emergency Plan Review</li> <li>• Annual check of Defibrillator (4 year agreement 2014), annual training reminder</li> <li>• Chair quarterly newsletter for DW</li> </ul>	<p>Cllrs Turner/ /Naylor</p> <p>Cllrs Hodgson/Ware/ /Turner</p> <p>Cllrs Mercer/Ware/ Clerk</p> <p>Cllrs Ware/ Turner/Findlay</p> <p>Mr Andrew Ware/ Clerk</p> <p>Chair</p>	<ul style="list-style-type: none"> <li>• Bungalow Inspection and rent review (with effect 1/6/2020) to be carried out</li> <li>• Cemetery Inspection to include headstones condition and risk assessment of health &amp; safety issues of grounds (i.e. Trip hazards). Annual fees to be reviewed (with effect 1/4/2020)</li> <li>• All assets within the Parish of Winkleigh/Hollocombe to include Cemetery benches to be inspected.</li> <li>• Office equipment inventory and review</li> <li>• Review the emergency information, update contacts and submit amendments for September pcm via Clerk</li> <li>• To arrange with SW Ambulance Trust</li> <li>• To write quarterly newsletter for DW and forward to clerk for submission</li> </ul>
<b>SEPT 19</b>	<p><b>PCM 25<sup>th</sup> Sept 2019, 7.30pm Village Hall</b></p> <ul style="list-style-type: none"> <li>• Asset Group annual asset inspection report</li> <li>• Bungalow Group annual inspection report and Rent review</li> <li>• Cemetery Group annual inspection and T&amp;Cs/fee review report and recommendations for 2020-21</li> <li>• Grass Cutting Contract review</li> </ul>	<p>Cllrs Ware/Mercer Clerk</p> <p>Cllrs Turner/Jacobs/ Naylor</p> <p>Cllrs Hodgson/Ware/ /Turner</p> <p>All Cllrs</p>	<ul style="list-style-type: none"> <li>• Asset Group inspection report to Clerk no later than 18/9/19 for agenda circulation to include estimates for repairs/replacement in current financial year and financial considerations for 2017-18 Budget</li> <li>• Bungalow Group Report to Clerk no later than 18/9/19 for agenda circulation to include rent review with effect 1<sup>st</sup> June 2020 and estimates for repairs/replacement in current financial year and financial considerations for 2019-20 Budget over and above current business plan. Future actions, Bungalow Business Plan to be reviewed to take into account projected future costings.</li> <li>• Cemetery Group Report to Clerk no later than 18/09/2019 for agenda circulation to include annual grounds inspection and to T&amp;Cs/fee review with effect 1<sup>st</sup> Apr 2020</li> <li>• Review of current grass cutting (Contract 1 year to run)</li> </ul>

WINKLEIGH PARISH COUNCIL ANNUAL PLANNER 2019-20

MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
	<ul style="list-style-type: none"> <li>Cemetery Grounds Maintenance Contract Review &amp; tender</li> <li>Finance Group – Grant application closing date 13th Sept 2019, Reminder to prepare report and recommendations for Oct pcm</li> <li>Clerks mid-year workload review – Employee Committee</li> </ul>	<p>Cllrs Hodgson/ Turner/Ware</p> <p>Cllrs Turner/Jacobs, Clerk</p> <p>Cllrs Turner/Ware/ Findlay</p>	<ul style="list-style-type: none"> <li>Cemetery Grounds contract to be reviewed and tender approved</li> <li>Finance Group to meet and assess grant applications prior to 15<sup>th</sup> October 2019</li> <li>Clerks hours, workload and welfare to be reviewed</li> </ul>
<b>OCT 19</b>	<p><b>PCM 23rd Oct 2019 7.30pm Comm Centre</b></p> <ul style="list-style-type: none"> <li>Finance Group – to meet and prepare budget and precept draft figures for next financial year</li> <li>Grant applications</li> <li>Remembrance Wreath</li> <li><del>Grass Cutting Contract</del></li> <li>Cemetery Grounds Maintenance Contract</li> </ul>	<p>Cllrs Turner/ Jacobs/Findlay/Clerk</p> <p>Cllrs Turner/Jacobs/ Findlay/Clerk</p> <p>Cllrs Turner/Jacobs</p> <p>Parish Council</p> <p>Cllrs Turner/ Hodgson/Ware</p>	<ul style="list-style-type: none"> <li>1<sup>st</sup> Draft of budget/precept Report for 2020/21 no later than 15<sup>th</sup> Oct 2019 for circulation with agenda for discussions during PCM</li> <li>Finance Group - Grant applications for Payment April 2020, report and recommendations to be circulated with agenda for approval during PCM</li> <li>PC to authorise Annual Remembrance Wreath and donation of £75 to RBL during PCM</li> <li><del>Grass Cutting contract tenders to be reviewed at PCM and contract appointed with effect 01/01/2019 for 2 year contract</del></li> <li>Cemetery Contract tenders to be reviewed at PCM and contractor appointed with effect 1/4/20 for 2 year contract.</li> </ul>
<b>NOV 19</b>	<p><b>PCM 27<sup>th</sup> Nov 2019, 7.30pm Comm Centre</b></p> <ul style="list-style-type: none"> <li>RFO Budget and Precept Recommendation</li> <li>Chairs Quarterly Newsletter for DW</li> </ul>	<p>RFO</p> <p>Chair</p>	<ul style="list-style-type: none"> <li>final budget/precept report and recommendation to be circulated with agenda and approved during PCM</li> <li>To write quarterly newsletter for DW and forward to clerk for submission</li> </ul>
<b>DEC 19</b>	<b>No scheduled meeting</b>		<ul style="list-style-type: none"> <li></li> </ul>

WINKLEIGH PARISH COUNCIL ANNUAL PLANNER APRIL 2019-MARCH 2020 RATIFIED 27<sup>TH</sup> MARCH 2019

MONTH	MATTERS	RESPONSIBILITY	ACTIONS/AGENDA ITEM
JAN 20	<ul style="list-style-type: none"> <li>• <b>PCM 22<sup>nd</sup> Jan 2020 7.30pm Comm Centre</b></li> <li>• Internal audit review</li> </ul>	Cllrs Turner/Jacobs/ Findlay	<ul style="list-style-type: none"> <li>• Internal audit group – to review the schedule of internal audit control testing, the terms of reference for the IA plan, timetable, and <del>consider nominees for appointment of IA for 2020-20 effective 1<sup>st</sup> Apr 2019</del> and update risk assessment policy with a report for Feb pcm.</li> </ul>
FEB 20	<ul style="list-style-type: none"> <li>• <b>PCM 26<sup>th</sup> Feb 2020 7.30pm Comm Centre</b></li> <li>• Internal Audit Review Group Report and recommendations</li> <li>• <del>Appointment of Internal Auditor with effect 1<sup>st</sup> April 2019</del></li> <li>• Clerks annual appraisal to be arranged</li> <li>• Chairs Quarterly Newsletter for DW</li> </ul>	<p>Cllrs Turner/ Jacobs/ Findlay</p> <p>Parish Council</p> <p>Cllrs Turner/ Ware/Findlay</p> <p>Chair</p>	<ul style="list-style-type: none"> <li>• Internal Audit group report on effectiveness of the internal audit <del>and recommendation for appointment of internal auditor for 2018/19</del> to be forwarded to Clerk no later than 19/2/2020 for circulation with agenda.</li> <li>• <del>Appointment of Internal auditor to be approved during PCM</del></li> <li>• Annual appraisal to be carried out prior to March pcm, to include clerks contract, working hours and salary to be reviewed</li> <li>• To write quarterly newsletter for DW and forward to clerk for submission</li> </ul>
MAR 20	<ul style="list-style-type: none"> <li>• <b>PCM 25th March 2020 7.30pm Comm Cen</b></li> <li>• Clerks annual appraisal</li> <li>• Clerks annual increment</li> <li>• Annual Parish Meeting reminder</li> </ul>	<p>Cllrs Turner/Ware/ Findlay</p> <p>Parish Council</p> <p>Parish Council</p>	<ul style="list-style-type: none"> <li>• Clerks appraisal and accompanying report and recommendations to be sent to Clerk no later than 18/3/19 for circulation with agenda</li> <li>• Increment to be reviewed and approved subject to satisfactory annual appraisal</li> <li>• Annual PM 6th May 2020, topics and guests to be considered</li> </ul>