

## GRIMLEY PARISH COUNCIL

last updated 14/05/25

## Year at a Glance

Month	Task	For Agenda
April	<ul style="list-style-type: none"> <li>• <b>Start of financial year &amp; for us (by choice) Start of the Council Year</b></li> <li>• Begin preparation of year end accounts (to be approved by the council before Mid June)</li> <li>• Prepare for the year end internal audit to sign off the Annual Return</li> <li>• Submit year end returns for tax, National Insurance and VAT to HMRC (Mostly do this in June once Internal Auditor is happy)</li> <li>• Review and minute the effectiveness of internal controls (including risk assessment if not done at the beginning of the year) before 31 March</li> <li>• Prepare information packs for new councillors</li> <li>• Review Insurance (for May Meeting) e.g.:</li> <li>• Set up new Excel Finance spreadsheet once previous year complete</li> <li>• Review Assets (Usually already done in January)</li> <li>• Complete Internal Audit checklist document</li> <li>• Make sure budget is on website or contained in recent minutes.</li> </ul>	<p><b>Items by 18 April; Agenda up on 23<sup>rd</sup> April, Meeting on 28<sup>th</sup> April</b></p> <p><b>Review and Minute effectiveness of internal financial controls</b></p> <p><b>Update and confirm the Asset Register</b></p> <p><b>Consider Exemption from External Audit or have a limited assurance review</b></p> <p><b>Notify External Auditors to certify as exempt (if income is under £25k) and agreed</b></p> <p><b>Review Risk Assessment</b></p> <p><b>Year End Budget Monitoring Report</b></p> <ul style="list-style-type: none"> <li>- Review and Minute effectiveness of internal financial controls</li> </ul> <p><b>Grant Requests – Usually nil.</b></p> <p><b>Review Reserves Policy and agree Reserves</b></p> <ul style="list-style-type: none"> <li>- Internal Audit Report</li> <li>- Confirm bank Standing Orders and Direct Debits for year and annual / regular payments – Nil for GPC.</li> </ul> <p><b>Policies for Review (ALL – set rolling review or allocate to Cllrs to complete)</b></p>

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May	<ul style="list-style-type: none"> <li>• Hold the Annual Meeting of the PC Council, where the following items are completed: (19<sup>th</sup> May 2025)               <ul style="list-style-type: none"> <li>○ Election of a Chairman for the year</li> <li>○ Election of Vice-Chairman</li> <li>○ Election of representatives to other bodies</li> <li>○ Committee membership is settled</li> <li>○ Signing of Declarations of Acceptance of Office (for all before 1<sup>st</sup> meeting in an election year and every year for Chairman / Vice Chairman)</li> <li>○ Review Register of Interests</li> <li>○ The RFO checks bank mandates</li> <li>○ Standing Orders are confirmed</li> <li>○ Training could be offered to brand new councillors</li> </ul> </li> <li>• Council's period of eligibility to exercise the power of General Competence expired the day before the annual meeting. Review and make arrangements to reaffirm eligibility if applicable (if all Cllrs / majority Cllrs are elected).</li> </ul>	<p>Items by 9 May; Agenda up on 12 May, Meeting on 19 May</p> <p><b>Reminder to review register of interests</b></p> <p><b>Election of Chairman</b></p> <p><b>Election of Vice Chairman</b></p> <p><b>Appointment of Staffing Committee</b></p> <p><b>Appointment of Council representatives for Parish Hall Working Group and Smaller Charities and all other working parties.</b></p> <p><b>Pay Insurance Renewal</b></p> <p><b>Policies for Review</b></p> <ul style="list-style-type: none"> <li>- Allocate policies to all Cllrs for review over the following year. Fixed Assets Review</li> <li>- Review Standing Orders</li> </ul> <p>Nolan principles annual signature</p> <p>Respect signature on behalf of PC.</p>

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June	<ul style="list-style-type: none"> <li>• Council to approve Accounts and complete Annual Return by 30<sup>th</sup> June to send to Internal Auditor</li> <li>• Complete Internal and External Audit checklist document</li> <li>• Post up notice of Exercise of Public Rights – xx June</li> <li>• Submit return to Moore Stephens by 30 June</li> <li>• <b>Publish on the council website</b> before the inspection period starts (i.e. xx June) - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected</li> <li>• NEW - Councillors to inspect all physical assets and report</li> </ul>	<p><b>Items by 30 May; Agenda up 4<sup>th</sup> June; Meeting on 9 June</b></p> <ul style="list-style-type: none"> <li>- Review of effectiveness of internal audit</li> </ul> <p><b>Agree to redact signatures on Web version of AGAR</b></p> <p><b>Complete External Audit Annual Governance Statement</b></p> <p><b>Complete External Audit Accounting Statements</b></p> <p><b>Consider and approve draft Statement of Accounts</b></p> <p><b>Internal Auditor Review of Effectiveness Report</b></p>
July	<ul style="list-style-type: none"> <li>• Send Annual Return to External Auditor</li> <li>• CIL transparency code adhered to.</li> <li>• Quarterly VAT reclaim (if applicable)</li> <li>• End of first quarter Statement</li> <li>• Review effectiveness of internal financial controls</li> <li>• Check risk assessments with the insurance company</li> <li>• ICO renewal due</li> </ul>	<p><b>Items by 4<sup>th</sup> July; Agenda up 9<sup>th</sup> July; Meeting on 14 July</b></p> <ul style="list-style-type: none"> <li>- Quarterly Budget Monitoring Report</li> <li>- Appointment of contractor for MWG mowing if not already appointed.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Complete External Audit checklist document</li> <li>• Petty whin annual observations</li> <li>• Butterfly count if not in Sept?</li> <li>• Back up laptops.</li> <li>• Clear out 1 years worth old accounts from loft and arrange professional shredding.</li> </ul>	<p><b>No meeting</b></p>

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September	<ul style="list-style-type: none"> <li>• Put up notices following completion of external audit (if necessary)</li> <li>• Check GDPR compliance (finance, audit and document storage. Emails also to be checked.</li> <li>• Arrange inspections of trees MWG and Sinton etc and project spec/necessary works – ongoing – prep for pollarding in January where applicable.</li> <li>• Make preparations for budget discussions (using info from half year accounts, grant applications, policies)</li> <li>• Receive 2<sup>nd</sup> half Precept</li> <li>• Order Poppy Wreath</li> <li>• Last month to order salt for salt bins</li> <li>• Prep to get Dark lane regularly checked and salted.</li> </ul>	<p>Items by 12 Sept; Agenda up on 17 Sept; Meeting on 22 September</p> <p>Nomination of Chair to attend Nov remembrance service</p>
October	<ul style="list-style-type: none"> <li>• Quarterly VAT reclaim (if applicable)</li> <li>• Report end of 2<sup>nd</sup> Quarter</li> <li>• Give draft budget to the council/Finance Committee</li> <li>• Approve calendar dates for meetings in next calendar year</li> <li>• Prep – do we have uptodate contact for homes that flood</li> <li>• Site check – petty whim, ditches MGW, ditches Sinton – ready for winter?</li> </ul>	<p>Items by 17 October; Agenda up on 22 October; Meeting on 27th October</p> <p><b>Quarterly Budget Monitoring Report</b></p> <ul style="list-style-type: none"> <li>- Review and Minute effectiveness of internal financial controls</li> </ul> <p><b>Draft Budgets</b></p>

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November	<ul style="list-style-type: none"> <li>• Council to approve the budget and precept requirement for next financial year</li> <li>• Remembrance Day</li> <li>• Review employees' wages and conditions of service upon WCALC published of clerk pay scales.</li> <li>• Agree budget and advise District/Unitary Council of Precept requirement</li> <li>• Compile meeting dates for next year and agree with Cllrs.</li> <li>• Nominations for use of Chairman's Allowance if there is one, if not spent on Lengthsman (no longer permitted).</li> <li>• Reminder residents about bird nesting season/hedge cutting</li> </ul>	<p>Items by 14 Nov; Agenda up on 19 Nov; Meeting on 24 November</p> <p><b>Annual Budget</b> <b>Setting Precept following confirmation of Tax Base.</b></p>
December	<p>No meeting</p> <ul style="list-style-type: none"> <li>- Check bus shelters</li> <li>- Contact bus companies and ask for next years bus timetables to be put in bus shelters/stops.</li> <li>- Check all room bookings for forthcoming year.</li> </ul>	No meeting

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January	<ul style="list-style-type: none"> <li>• Publish meeting dates on parish noticeboards and website and social media</li> <li>• <b>New WCALC training dates published.</b></li> <li>• Submit precept request by end of month.</li> <li>• Report end of 3rd quarter to 31<sup>st</sup> December</li> <li>• Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June) (24<sup>th</sup> March 2025)</li> <li>• Review records/documents/planning applications which can be disposed of (as per GDPR)</li> <li>• Check election procedures</li> <li>• Review Grass Cutting Contract Sinton Green and Lengthsman Contract – invite tenders</li> <li>• Back up laptops</li> <li>• Invite agenda items for March from police, Peace Hall, PCC, Scouts, Nora Parsons and Lengthsman. (March Annual Parish Meeting of Residents)</li> <li>• Plan monthly parish magazine topics for year – confirm price (usually free)</li> <li>• Change passwords across all accounts.</li> </ul>	<p><b>Items by 18 Jan; Agenda up on 22 Jan; Meeting on 27 January</b></p> <p><b>Quarterly Budget Monitoring Report</b></p> <ul style="list-style-type: none"> <li>- Review and consider effectiveness of internal financial controls</li> </ul>

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February	<ul style="list-style-type: none"> <li>• Ensure Health and Safety policies, Register of Interests, Standing Orders, Financial Regulations and the Assets Register are up to date</li> <li>• Check the new electoral register and new legislation</li> <li>• Make arrangements for the Annual Parish Meeting (24<sup>th</sup> Mar 25)</li> <li>• Review plans for the future / annual plan in readiness for April onwards.</li> </ul>	<p><b>Items by 15 Feb; Agenda up on 19 Feb, Meeting on 24 February</b></p> <ul style="list-style-type: none"> <li>- Inspect Bus shelters and report on condition</li> </ul>
March	<ul style="list-style-type: none"> <li>• <b>Annual Parish Meeting of Residents</b></li> <li>• <b>Preps for End of financial year</b></li> <li>• Precept due 1 April</li> <li>• Review and renew all insurance policies, including fidelity guarantee insurance cover, employers liability, public liability etc ready for April meeting</li> <li>• If this is an election year, check procedures and advise councillors</li> <li>• Create new year's finance spreadsheets page</li> <li>• Create new year's agenda and minutes templates</li> <li>• Check arrangements for the Annual Parish Meeting (can be held between 1 March and 1 June) – <b>24<sup>th</sup> March 2025</b></li> <li>• <b>Ensure Sinton mowing contract received back signed</b></li> <li>• Ensure Lengthsman contract received back signed.</li> <li>• Review Grass Cutting Contract Monkwood Green– invite tenders</li> <li>• Check PM ok to do internal audit as usual. Agree contract and price and timetables. – coordinate with Severn Stoke.</li> <li>• Deadline for hedge cutting.</li> <li>• Back up laptops</li> <li>• Pat testing</li> </ul>	<p><b>Items by 14 March; Agenda up on 19 March, Meeting on 24 March</b></p> <p><b>NALC Pay increase agreement from April</b></p> <p><b>Review, note and publish FoI / EIR etc log</b></p> <p><b>Review, note and publish training log</b></p>

Every Month

- Check trough water bill.
  - Check defibs weekly and submit report
  - Check WCALC website for new training and legislation
  - Check NEST pension is uptodate
  - Check Lengthsman invoice has been received back from WCC for correct amount
  - Check Cllrs are happy with Lengthsman invoice and that the work has been done.
  - Bank Recon
  - Quarterly reports
  - Minutes published on website
  - Magazine article
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- Prepare draft agenda - last call for agenda items. Agenda on social media and noticeboards. Invite District Cllr and County Cllr
  - Prepare the finance report once the bank statement has been received, reconciling the account and checking for outstanding cheques / payments
  - Update the HMRC Basic PAYE RTI Tools for the month and submit via the Government Gateway
  - Complete the Clerk's salary record sheet and take to the meeting with the invoices
  - Set up the online payments (if not writing cheques)
  - Print out copies of the Agenda and Minutes, plus 1 x Finance Reports for the Public for the meeting, plus additional copies of the Minutes and the Clerk Report (based on the agenda) for the Councillors
  - Take to the meeting:
    - Meeting File duly filled with papers
    - Finance File
    - Minute Book
    - Policies File (which includes Standing Orders and Financial Regulations)

During meeting: \*Complete Attendance List \*Make a note of any Dispensations

- After the meeting write the Minutes and send to Cllrs for comments/amendments
- Publish the draft minutes on the website as soon as possible after checking including on social media
- *After minutes write the parish mag article*
- Update attendance spreadsheet
- Action any points from the meeting