

ST FLORENCE COMMUNITY COUNCIL			YEAR PLANNER 2016 -2017				2016 - 2017						
Notes		May 2016 Monday 2nd (May Day) Monday 30th (Spring Bank Holiday)	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Bank Holidays					Monday 29th (Summer Bank Holiday)					Monday 26th Tuesday 27th (substitute day)	Monday 2nd January (substitute day)		Friday 14th April (Good Friday) Monday 17th April (Easter Monday)
Budgeting			Insurance Quotes	Insurance Quotes		Annual Staff Appraisals & Costing Plan & Cost Training Requirements	Annual Staff Appraisals & Costing Plan & Cost Training Requirements	Annual Staff Appraisals & Costing Plan & Cost Training Requirements					
							Start Budgeting	Budgeting		Budgeting Meeting at which budget approved Minute Budget Approval/fort Audit	Last possible month to approve budget Submit precept		
Year End & Audit		20 May Post Notice re Electors Rights External Audit Internal Audit Underway	Interim Internal Audit Complete 13 June Annual Return Due 12 May - 9 June Exercise Electors Rights							Interim Internal Audit	Year end planning & preparation Interim Internal Audit	Year end planning & preparation External Audit	Preparation of year end accounts External Audit
Annual Meetings		3rd May Election Annual Community Council meeting 7:00pm Appointment of Chair and Vice Chair								Annual Community meeting	Plan Election Annual Community meeting		Plan Election Annual Community Council meeting Appointment of Chair & Committee
Community Activities	Date Event Purpose	5th May - National Assembly Election Police Commissioner Election 12 May - 9 June Exercise Electors Rights	23rd June - EU Referendum	6:00pm 04/07/2016 Code of Conduct training Jameston Village Hall		Halloween Event in Village Hall		Bonfire Event - Saturday 5th					
								Armistice Sunday - 13th Nov		01/12/16 - Christmas Decorations			
Council Activities													
	Bank Reconciliation	15th - 20th											
	Call for Agenda Items	20 Apr	24 May	21 June	24 August	21 Sept	19 Oct	23 Nov	4 Jan	24 Jan	22 Feb	22 Mar	
	Agenda Posted & Circulated	27 Apr	31 May	28 June	31 August	28 Sept	26 Oct	30 Nov	11 Jan	1 Feb	29 Mar	5 Apr	
	Upload Approved Minutes from previous meeting	4th May	8 June	6 July	7 Sept	5 Oct	2 Nov	7 Dec	18 Jan	8 Feb	8 Mar		
Meeting Date	3rd May 2016	7th June 2016	05 July 2016	No Meeting	6th September 2016	4th October 2016	1st November 2016	6th December 2016	17th January 2017	7th February 2017	7th March 2017	4th April 2017	
Agenda Items	1 St Florence in Bloom 2016 2 St Florence Junior Girls Football Team 3 Cooker Update 4 Clerk Recruitment 5 Floral Village of Wales Sign Replacement 6 Amended Financial Regulations 7 Printing & Stationary 8 Adopt Model Financial Regulations 9 Appoint Internal Auditor 10 Non signature member to verify Bank Rec	1 St Florence in Bloom 2016 2 Information Commissioners Guidance 2014 3 Clerk Recruitment Update 4 PCNPA Consultation Response 5 Floral Village of Wales Sign Replacement 6 Amended Financial Regulations 7 Printing & Stationary 8 Booking Clerk Pay Due 9 Budget Information Email Questions 10 Jewsons Credit Account Update 11 Budget v Actual (Fin Regs, 4.8)	1 2 3 4 5 6 7 8 9 10	No Meeting No Meeting No Meeting No Meeting No Meeting No Meeting No Meeting No Meeting No Meeting No Meeting No Meeting	1 2 Boiler Servicing 3 4 5 6 Cleaning of War Memorial 7 8 9 10 Non signature member to verify Bank Rec	1 2 3 4 5 6 7 8 9 10 Budget v Actual (Fin Regs, 4.8)	1 2 Christmas Meal 3 Christmas Decorations 4 Planning 5 Correspondence 6 7 Co-option 8 HR 9 Finance 10 Budget	1 Approve Precept 2 Christmas Meal 3 Precept Meeting 4 Planning 5 Correspondence 6 Financial Risk Assessment 7 Co-option 8 HR 9 Non signature member to verify Bank Rec 10 Budget for 2017 - 2018	1 Approve Precept 2 3 4 Planning 5 Correspondence 6 7 Co-option 8 HR 9 Finance 10 Budget v Actual (Fin Regs, 4.8)	1 2 3 4 Planning 5 Correspondence 6 7 Co-option 8 HR 9 Finance 10 Budget	1 2 3 4 Planning 5 Correspondence 6 7 Co-option 8 HR 9 Finance 10 Budget	1 Fire Extinguishers Service 2 Annual Gas Safety Check - Cooker 3 4 Planning 5 Correspondence 6 7 Co-option 8 HR 9 Finance 10 Budget v Actual (Fin Regs, 4.8)	
UPDATED 13 May 2016 Please Let the Clerk know if you spot any errors													
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