

ST FLORENCE COMMUNITY COUNCIL			YEAR PLANNER 2016 -2017			2016 - 2017		
Notes		May 2016	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16
Bank Holidays		Monday 2nd (May Day) Monday 30th (Spring Bank Holiday)			Monday 29th (Summer Bank Holiday)			
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	Annual Staff Appraisals & Costing Plan & Cost Training Requirements
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					
Annual Meetings		3rd May Election Annual Community Council meeting 7:00pm Appointment of Chair and Vice Chair						
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
Council Activities								
	Bank Reconciliation	15th - 20th	19th 24th	16th - 21st	19th - 24th			
	Call for Agenda Items	20 Apr	24 May	21 June	24 August	21 Sept		19 Oct
	Agenda Posted & Circulated Upload Approved Minutes from previous meeting	27 Apr 4th May	31 May 8 June	28 June 6 July	31 August 7 Sept	28 Sept 5 Oct		26 Oct 2 Nov
	Meeting Date	3rd May 2016	7th June 2016	05 July 2016	No Meeting	6th September 2016	4th October 2016	1st November 2016
	Agenda Items	1 St Florence in Bloom 2016 2 St Florence Junior Girls Football Team 3 Cooker Update 4 Clerk Recruitment 5 6 Adopt Model Financial Regulations 7 8 Appoint Internal Auditor 10 Non signatory 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 Village Photography Competition 7 Amended Financial Regulations 8 Printing & Stationary 9 Booking Clerk Pay Due 10 Budget Information Email Questions 11 Jewsons Credit Account Update 12 Budget v Actual (Fin Regs, 4.8) 13 Sports Field/ivy Tower Cottages Hedge	1 2 3 4 5 6 7 8 9 10	1 No Meeting 2 No Meeting 3 No Meeting 4 No Meeting 5 No Meeting 6 No Meeting 7 No Meeting 8 No Meeting 9 No Meeting 10 No Meeting	1 2 Boiler Servicing 3 4 5 6 7 8 9 10 Non signatory member to verify Bank Rec	1 2 3 4 5 Order Poppy Wreath 6 Cleaning of War Memorial 7 Co-option 8 HR 9 Review Salary Budget (4.4Fin Regs) 10 Budget v Actual(Fin Regs, 4.8)	1 2 Christmas Meal 3 Christmas Decorations 4 Planning 5 Correspondence 6 7 8 9 Finance 10 Budget
UPDATED 17 JUNE 2016 Please let the Clerk know if you spot any errors								

Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Monday 26th Tuesday 27th (substitute day)	Monday 2nd January (substitute day)			Friday 14th April (Good Friday) Monday 17th April (Easter Monday)
Budgeting Meeting at which budget approved Minute Budget Approvalfort Audit	Last possible month to approve budget Submit precept			
	Interim Internal Audit	Year end planning & preparation Interim Internal Audit	Year end planning & preparation External Audit	Preparation of year end accounts External Audit
		Annual Community meeting	Plan Election Annual Community meeting	Plan Election Annual Community Council meeting Appointment of Chair & Committee
01/12/16 - Christmas Decorations				
23 Nov	4 Jan	24 Jan	22 Feb	22 Mar
30 Nov	11 Jan	1 Feb	1 Mar	29 Mar
7 Dec	18 Jan	8 Feb	8 Mar	5 Apr
6th Deceember 2016	17th January 2017	7th February 2017	7th March 2017	4th April 2017
Precept Meeting	1 Approve Precept	1	1	1 Fire Extinguishers Service
Planning	2 Risk Assessment	2	2	2 Annual Gas Safety Check - Cooker
Correspondence	3	3	3	3
Financial Risk Assessment	4 Planning	4 Planning	4	4 Planning
Co-option	5 Correspondence	5 Correspondence	5 Planning	5 Correspondence
HR	6	6	6 Correspondence	6
Non signatory member to verify Bank Rec	7 Co-option	7 Co-option	7 Co-option	7 Co-option
Budget for 2017 - 2018	8 HR	8 HR	8 HR	8 HR
	9 Approve Precept	9 Finance	9 Non signatory member to verify Bank Rec	9 Finance
	10 Budget v Actual(Fin Regs, 4.8)	10 Budget	10 Budget	10 Budget v Actual(Fin Regs, 4.8)
			11 Plan Election	
			12 Internal Audit	
			13	
			14	