

DATE	DAY	TIME	ROOM	Full Council and Finance & Risk meetings 7.00pm unless otherwise stated; Planning meetings 7.30pm
01-May-23	Monday			Bank Holiday
08-May-23	Monday			Bank Holiday
10-May-23	WEDNESDAY	7.30PM	VH	PLANNING
15-May-23	Monday	7pm	VH	ANNUAL PARISH COUNCIL MEETING
22-May-23	Monday	7.00pm	CL	Finance & Risk Committee
29-May-23	Monday			Bank Holiday
05-Jun-23	Monday	7.30pm	CL	Planning
12-Jun-23	Monday	7pm	CL	FULL COUNCIL
19-Jun-23	Monday	7pm	FR	Staffing sub committee
26-Jun-23	Monday			
03-Jul-23	Monday	7.30pm	CL	Planning
10-Jul-23	Monday	7.00pm	CL	Finance & Risk Committee
17-Jul-23	Monday			
24-Jul-23	Monday	7pm	CL	FULL COUNCIL
31-Jul-23	Monday	7.30pm	CL	School Holiday Planning
07-Aug-23	Monday			School Holiday
14-Aug-23	Monday			School Holiday
21-Aug-23	Monday			School Holiday
28-Aug-23	Monday			Bank Holiday
04-Sep-23	Monday	7.30pm	CL	Planning
11-Sep-23	Monday	7pm	CL	Finance & Risk Committee
18-Sep-23	Monday	7pm	FR	Staffing sub committee
25-Sep-23	Monday	7pm	CL	FULL COUNCIL
02-Oct-23	Monday	7.30pm	CL	Planning
09-Oct-23	Monday			
16-Oct-23	Monday	7pm		Finance & Risk Committee
23-Oct-23	Monday			School Holiday
30-Oct-23	Monday			School Holiday
06-Nov-23	Monday	7.30pm	CL	Planning
13-Nov-23	Monday	7pm	CL	Finance & Risk Committee
20-Nov-23	Monday			
27-Nov-23	Monday	7pm	FR	Staffing sub committee
04-Dec-23	Monday	7.30pm	CL	Planning
11-Dec-23	Monday	7pm	CL	Finance & Risk Committee
18-Dec-23	Monday	7pm	CL	FULL COUNCIL
25-Dec-23	Monday			Bank Holiday
01-Jan-24	Monday			Bank Holiday
08-Jan-24	Monday	7.30pm		Planning
15-Jan-24	Monday			
22-Jan-24	Monday			
29-Jan-24	Monday			
05-Feb-24	Monday	7.30pm		Planning
12-Feb-24	Monday			
19-Feb-24	Monday	7pm		Finance & Risk Committee
26-Feb-24	Monday	7pm		FULL COUNCIL
04-Mar-24	Monday	7.30pm		Planning
11-Mar-24	Monday			
18-Mar-24	Monday			
25-Mar-24	Monday			
01-Apr-24	Monday			Bank Holiday
08-Apr-24	Monday	7.30pm		Planning
15-Apr-24	Monday	7pm		Finance & Risk Committee
22-Apr-24	Monday	7pm		ANNUAL PARISH MEETING
29-Apr-24	Monday	7pm		Staffing sub committee
06-May-24	Monday			Bank Holiday
13-May-24	Monday	7.30pm		Planning
20-May-24	Monday	7pm		ANNUAL PARISH COUNCIL MEETING
27-May-24	Monday			Bank Holiday

Planning meetings
Full Council (inc APCM)
Finance & Risk Committee
Staffing Sub committee

Tasks
PLEASE NOTE CHANGE OF DAY AND LOCATION AS THE MONDAY IS NOW A BANK HOLIDAY DUE TO THE KINGS CORONATION. THE MEETING WILL BE IN THE VILLAGE HALL, THE SCREEN WILL BE PROJECTED ONTO THE WALL BUT MAY NOT BE AS CLEAR AS THE CENTENARY LOUNGE.
ELECTION YEAR - ELECTION ON 4th MAY 2023 Must be held in may. In an election year, must be within 14 days of the election. Review all governing documents, reg of interests, vote chair, vice-chair, review staff delegation arrangements, chair's comments. Audit: annual internal audit report, internal control review, annual governance statement. Accounts for the year just ended, review of reserves and accounting statements.
Approve agar & annual accounting statements; receive internal audit report. Subject to final approval by full council in june.. Review insurance cover. Review policies: data protection, data breach, records retention.
1. Review terms of reference, appoint committees and agree working group memberships, representation on external bodies, review inventory land and buildings. 2. Approve agar & annual accounting statements; receive internal audit report. Must include the first 10 working days in july. Public rights of inspection = 30 working days. Annual review of xxx policies.
Publish unaudited accounts. Review hr policies: disciplinary/capability, grievance, equal opportunity
Public inspection of accounts 30 working days inc first 10 working days july
Public inspection of accounts 30 working days inc first 10 working days july
Review for sub committees, appoint to sub committees. External audit. Appointment of internal auditor. Audit plan for approval. Review of banking arrangements. Q1 accounts report. Grant applications for approval, to be incorporated into 2023/24 budget. Facilities 5 year plan.
Public inspection of accounts 30 working days inc first 10 working days july annual review of xxx policies
Payroll budget 2023/24
Approve audited accounts & external auditors report, publish by 30th september.
Draft 2024/25 overall budget.
Draft 2024/25 overall budget, precept, leaflet, reserves policy
Agree budget and precept subject to final approval by full council.
Agree budget and precept. Deadline for submission to rbc is 1st february, but they do prefer it earlier. Annual schedule of meetings.
Tidy up accounts before year end, e.g. vire reserves. Q3 management reports, full year projections. Annual reviews: h & s, child protection, conditions of hire, keyholding method statement, smoking policy, food safety policy, fire log
Send annual parish meeting invitation to keyworth news
Chair's report is presented.
Must be held in may. In an election year, must be within 14 days of the election. Review all governing documents, reg of interests, vote chair, vice-chair

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