

## Council Meeting Calendar Items

Month	Item	Action	Responsible
January	Standing Orders	Review of Standing Orders by Council. The clerk should advise Councillors of any items for consideration.	Clerk/Council
	Budget Review	Review of budget Oct-Dec. Must be sent to Councillors at least 3 days before the meeting with an explanation of spend and variances.	Clerk/Council
February	Financial Regulations	Review of Financial regulations by Council. The Clerk should advise the Councillors of any items for consideration.	Clerk/Council
	Internal Control System	Review effectiveness of Internal Control system. Two Councillors and the Clerk to review Internal Control System and report to the Council.	Clerk/Council
	Internal Audit	Review and confirm appointment of Internal Auditor	Clerk
	Community Engagement Statement of Intent	Review of policies. The Clerk should advise Councillors of anything for consideration.	
	Committee Terms of Reference		
March	VAT Return	Complete VAT Return for period October to March.	Clerk
	Annual Governance Statement	Clerk to prepare timetable for submission and present to Council.	Clerk
	Risk Register	Clerk should advise Councillors of any changes proposed to the Risk register and Councillors should review the Risk Register before the meeting.	Clerk/Council
	Data Protection Policy	Policies to be reviewed. Clerk to advise Councillors of anything for consideration.	Clerk/Council
	Social Media Policy		
April	Internal Audit	To ensure accounts and relevant documentation is made available to the Internal Auditor.	Clerk
	Budget Review	Review of budget Jan-Mar. Must be sent to Councillors at least 3 days before the meeting with an explanation of spend and variances.	

May	Health & Safety Policy Lone Working policy Non Payment Policy	Review of policies. The clerk should advise Councillors of any items for consideration.	Clerk/Council
June	Communications Policy Complaints Procedure Vexatious Policy	Review of policies. The clerk should advise Councillors of any items for consideration.	Clerk/Council
July	Budget Review  Data Protection Policy  Information and Communication Technology Policy	Review of budget Apr-Jun. Must be sent to Councillors at least 3 days before the meeting with an explanation of spend and variances.  Review of policies. Clerk should advise Councillors of any items for consideration.	Clerk  Clerk/Council
August	Review Utility Suppliers  Review Insurance Quotes	Clerk must check current suppliers for best tariff and compared with other suppliers report to Council.  Clerk should review and report to Councillors detailing current insurance together with three quotes for the next period.	Clerk  Clerk
September	VAT Return  Budget For Next Year  Review Staff Salaries and Performance Review  Dignity at Work Policy	Complete VAT return for period April to September.  Preparation of draft budget for presentation to Council at October meeting.  Personnel Committee to review staff salaries and performance.  Review policy. Clerk to advise Councillors of any items for consideration.	Clerk  Clerk  Council  Clerk/Council
October	Budget Review  Discipline and Grievance Policies	Review of budget Jul-Sep. Must be sent to Councillors at least 3 days before the meeting with an explanation of spend and variances.  Review Policy. Clerk to advise Councillors of any items for consideration.	Clerk  Clerk/Council
November	Budget For Next Year  Calendar Agenda Items	Clerk to present draft budget for next year.  Review calendar items. Clerk to advise Councillors of any items for consideration.	Clerk/Council  Clerk/Council
December	Grants Policy  Scheme of Delegation Policy	Review policies. Clerk to advise Councillors of any items for consideration.	Clerk/Council