

Bredfield Parish Council Governance Plan and Calendar

Month	Meeting Number	Key Meeting Items/Actions	Actions between meetings & additional preparation for forthcoming agenda items
March	1	End of year actions - All	
		Discuss current year draft financial summary reports	Publish forthcoming year Financial Plan
		Discuss and agree VAT reclaim for previous year.	
		Agree date of Annual Parish Meeting	Publicise date of Annual Parish Meeting
		Review data retention compliance	
April			Submit VAT reclaim for previous year Export bank statements - Q4
May	2	Review Q4 bank balance Jan - March	
		Six monthly maintenance review of PC assets & condition on safety grounds.	
		Review Risk assessment & register content	Update risk register.
June			Publish annual audit return including governance statement on Export bank statements Q1
July	3	Review bank balance Q1 April - June	
		Annual Review of Web Site, particularly PC section	
August			Raise input for next financial year plan - All Prepare draft financial plan for forthcoming year
September	4	Review & discuss workplan & activities	
		Discuss forthcoming year financial plan.	Produce draft Financial Plan for forthcoming year
		Discuss and set draft precept	
October			Export bank statements Q2
November	5	Agree Next F/Y budget plan - All	
		Agree precept - All	
		Review bank balance Q2 July - September	
December			
January	6	Review bank balance Q3 Oct - December	Submit Precept - Clerk.
		Review of councillor responsibilities	Export bank statements Q3
February			