

Bredfield Parish Council Governance 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
May	2	Review Q4 bank balance Jan - March	Annual Review and update of Risk Assessment & Internal Controls
		Review and agree Governance Documents with	
		SALC Internal control Template	
June			Publish annual audit return including governance statement on
July	3	Review bank balance Q1 April - June	Annual Review of Website, 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 the draft Precept	Sign off bank reconciliation.
October			
November	5	Agree next F/Y budget plan - All	Annual review of PC assets to consider condition and safety
		Agree precept - All	Annual review of Insurance
		Review bank balance Q2 July - September	
December			
January	6	Review bank balance Q3 Oct - December	Submit Precept - Clerk
		Review of councillor responsibilities	
February			