

BARLING MAGNA PARISH COUNCIL – ANNUAL CALENDAR OF MEETINGS 2017/18

DRAFT REVISION this version dated 8.9.17

Items in italics have not yet been approved by Council.

Month	Council / Committee	External deadlines	Internal deadlines / Contracts	Events ⁱ
May	Annual Parish Meeting ⁱⁱ Annual Council Meeting ⁱⁱⁱ	<ul style="list-style-type: none"> • Council main insurance expires 31 May • Half-yearly payment to Public Works Loan Board due next month • Submit draft accounts to Internal Auditor • Street-lighting engineer contract expired 21.5.16 		
June	Wildlife Reserve Committee Full Council Trustees meeting	<ul style="list-style-type: none"> • Approval of annual accounts • Approval of Asset Register • Post Public Notice of Right to Inspect Accounts • Submission to external auditor • Annual safety inspection of the Play Area • Quarterly payment of salary deductions to HMRC • Half-yearly payment to PWLB due this month 	<ul style="list-style-type: none"> • Submit copy for GWCA News (Autumn issue) 	? Barling in Bloom – 2018 ?

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July	Full Council	<ul style="list-style-type: none"> Subscription to RCCE falls due 	<ul style="list-style-type: none"> Quarterly payment of allowances to councillors WLR Fire extinguishers – annual service 	? Fun Dog Show ?
August	Full Council and Personnel Committee		<ul style="list-style-type: none"> Annual review of CoSHH and Electricity at Work 	
September	Wildlife Reserve Committee - Tuesday 5 th September 2017 Full Council – Thursday, 14 th September 2017	<ul style="list-style-type: none"> Quarterly payment of salary deductions to HMRC 	<ul style="list-style-type: none"> Mid-year review of Asset Register Clerk to draft budget options for following year Submit copy for GWCA (Winter issue) Update Scribe bookkeeping software 	Teddy Bear's Picnic (if being held in any year)
October	<i>Finance Committee – early October [date to be agreed] To prepare budget / precept</i> Full Council - Thursday, 12 th October 2017		<ul style="list-style-type: none"> Internal review of health & safety Fire risk assessment at parish hall Preparation for 'Citizen of the Year' award Quarterly payment of allowances to councillors 	
November	Full Council - Thursday, 9 th November 2017	<ul style="list-style-type: none"> Half-yearly payment to Public Works Loan Board due next month Eon street-lighting electricity supply contract ends 30th November 		

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December	Wildlife Reserve Committee – <i>Monday 4th December 2017</i> Full Council - Thursday, 14 th December 2017	<ul style="list-style-type: none"> Quarterly payment of salary deductions to HMRC Half-yearly payment to PWLB due 	<ul style="list-style-type: none"> Submit copy for GWCA News (Spring issue) 	<ul style="list-style-type: none"> Christmas Carols Christmas Lights Citizen of the Year award ceremony
2018				
January	Full Council - Thursday, 11 th January 2018	<ul style="list-style-type: none"> Set precept by mid-January 	<ul style="list-style-type: none"> Parish Hall Insurance renewal date: 7 January Contract with Green Gateway trading (GM) Ltd expires 31 January Quarterly payment of allowances to councillors 	
February	Full Council – Thursday, 8 th February 2018 Wildlife Reserve Committee – Tuesday, 27 th February 2018	<ul style="list-style-type: none"> Annual review of risk analysis and management Data Protection Licence falls due 		
March	Full Council – Thursday, 8 th March 2018	<ul style="list-style-type: none"> Quarterly payment of salary deductions to HMRC 	<ul style="list-style-type: none"> Review street-lighting repair contract (expires June) 	? Best Scarecrow competition?

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April	Full Council 12 th April 2018	<ul style="list-style-type: none"> Decide on appointment of Internal Auditor for <u>following</u> year EALC subscription falls due 	<ul style="list-style-type: none"> Quarterly payment of allowances to councillors Submit copy for GWCA News (Summer issue) 	

ⁱ Event Management Plans must be submitted not less than 12 weeks in advance of public events. Temporary Event Notices for the Parish Hall must be submitted not less than 21 days ahead of the event.

ⁱⁱ Must be held between 1 March and 1 June annually

ⁱⁱⁱ Must be held in month of May