

THE COUNCIL YEAR

Below are some of the key actions taken by the council during the year. **The timing of items in red are determined by statutory requirements and deadlines.** Other dates are suggestions and may be moved to suit the council's circumstances.

<u>Month</u>	<u>Recommended Actions</u>
May	<ul style="list-style-type: none"> • Annual Council Meeting – includes electing Chairman, agreeing committee membership, appointment of representatives to outside bodies, etc. • Agree meeting schedule for civic year • Review Standing Orders and Financial Regulations • Induction of new councillors • Annual Parish Meeting (must be held between 1 March and 1 June) • Year end internal audit
June	<ul style="list-style-type: none"> • Annual Governance and Accountability Return (AGAR) signed off by council and submitted for external audit (by end of June) • End of quarter review of financial position
July	<ul style="list-style-type: none"> • Review of other council policies • Review council risk management policies and assessments
August	<ul style="list-style-type: none"> • May be a recess for some councils (apart from Planning Committee Meetings)
September	<ul style="list-style-type: none"> • Review of council business plan/vision document • End of quarter review of financial position
October	<ul style="list-style-type: none"> • Start of budget setting process
November	<ul style="list-style-type: none"> • Interim internal audit • Agree staffing budget for next financial year
December	<ul style="list-style-type: none"> • Final budget approved by council • End of quarter review of financial position
January	<ul style="list-style-type: none"> • Precept agreed by council and request submitted to billing authority
February	<ul style="list-style-type: none"> • Review of council assets • Complete any annual testing – PAT tests, ROSPA inspections, etc.
March	<ul style="list-style-type: none"> • End of financial year • Planning for Annual Council (May) and Annual Parish Meetings (1 March to 1 June)
April	<ul style="list-style-type: none"> • Start of new financial year • Agree programme of councillor and staff training for year