



BISHOPSTOKE PARISH COUNCIL

ANNUAL BUSINESS TIMETABLE

**This Annual Business Timetable was adopted
by the Parish Council at its meeting on**

28th November 2017

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Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
ANNUAL BUSINESS TIMETABLE**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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ANNUAL BUSINESS TIMETABLE

1 Preferred schedule for annual items to be considered by Full Council

May	To appoint the Chair, Vice Chair, members of the Planning Committee, Finance & General Purposes Committee, and all Parish Council Working Groups
	To appoint Parish Council representatives to external bodies
	To approve the Annual Business Timetable
May	To adopt the Statements of Assurance for the year ended 31 March xxxx
	To adopt the Annual Financial Statements for the year ended 31 March xxxx
July	To review delegations
	To review Terms of Reference of Committees and Working Groups
	To review policies
September	To approve distribution of Carnival street collection
	To approve and adopt the audited Annual Return 31 March xxxx
	To approve Standing Orders and Financial Regulations
October	To approve Parish Council charters
	To approve Parish Council contributions to external bodies
	To approve membership of bodies
	To review and approve the Fixed Asset Register
	To review the Parish Insurance Cover
November	To approve Burial Board fees and Allotment rents for 20xx-xx
January	To approve the Expenditure budget for the coming financial year
	To approve the Precept request for the coming financial year
	To adopt Financial Systems Risk Assessment
February	To review the Parish Council complaints procedure
	To review the Parish Council Freedom of Information and Data Protection policies

ANNUAL BUSINESS TIMETABLE

2 Preferred schedule for annual items to be considered by Finance & General Purposes

April	To review and approve the Statement of Internal Control
May	To consider and recommend approval of the Annual Governance Statement for the year ended 31 March xxxx To consider and, if appropriate, recommend adoption of the Financial Accounts for the year ended 31 March xxxx
June	To approve current Direct Debit payees
July	<i>Emergency plan update</i>
September	To recommend distribution of Carnival street collection (note, this may happen before Carnival and so applications must be timed accordingly) To recommend approval and adoption of the audited Annual Return 31 March xxxx
November	To consider the draft Expenditure Budget, and Precept, and identify items to amend To recommend approval of Burial Board fees and Allotment rents for 20xx-xx To consider and, if appropriate, make recommendations on changes to the Travel Token Scheme To note meeting dates for 20xx – xx
December	Recommend approving scale point rises if necessary
January	To recommend approval of Financial Systems Risk Assessment
March	Recommend approval of the Annual Investment Strategy