

Pulham st Mary Parish Council - Action Plan 2021/22

Tasks

Projects

Aims/objectives	Actions	Responsibility
Apr-21 Annual Parish Council Meeting Prepare EOY Accounts Ongoing review of policies, including upgrade for accessibility CIL/Community Improvement Projects	Scheduled 13/4/21 Final EOY adjustments approved at April meeting Consider amendments and receive upgraded documents Ongoing Project - identify projects/& schedule for completion during 21/22	Clerk/Council RFO/Council Council TBC
May-21 Complete Internal Audit /Approve EOY Review policies Review committees Review Bank Mandates Set calendar of meetings for year	Consider internal audit recommendations, approve, sign and date AGAR part 3 sections 1 & 2 Consider amendments/adopt new policies if required at May meeting Consider membership of current/purpose new committees if required at May meeting Consider/ratify current mandates at May meeting Consider and ratify at May meeting	Council, Chair & RFO/Clerk Council Council Council Council
Jun-21 Submit EOY for external Audit/Exercise rights Review Asset Register Renew Insurance Annual Playground inspection	Submit EOY audit documents to External Auditor, publish AGAR part 3 section 1 & 2 , and notice of period for exercise of public rights Update current insurance values and display on the parish website Policy due for 3 yearly review Complete Annual report	Clerk Clerk/Council Clerk/Council ROSPA
Jul-21 Improvements/repairs at Playground and Pond area Litter pick	Schedule works, identified at annual inspection Work collaboratively to deliver village litter pick	Sports and Recreation Committee Pennoyers/other village groups
Aug-21 No Meeting		
Sep-21 Respond to External Audit/display notices Set Allotment Rents	Consider recommendations, act upon recommendations, display notice of conclusion and amendment to AGAR part 3 Clerk present income and expenditure report for council consideration. Ratify allotment rents for 2022/23	Clerk/Council Clerk/Council
Oct-21 Review Maintenance contracts Review internal Auditor	Consider current contract or renewal tenders, ratify at October meeting Internal auditor to be ratified annually and consideration given to appointing a new auditor every 3 years	Council Council
Nov-21 Commence Budget preparation Consider new Mid/Longer term projects	Clerk present first draft budget for consideration, including anticipated parish expenditure and proposed projects for 2022/23 Any community projects raised by council or suggested at APM/ consideration given to appointing working group	RFO/Council Council
Dec-21 Continue Budget preparation Review annual inspection programme	Ongoing consideration Consider ROSPA report, S&R report on community assets, Foot path report - consider action required	RFO/Council Council
Jan-22 Agree Budget and set precept Submit precept Confirm date for APM	Ratify budget and set precept at meeting of 11/1/22 date TBA Consider date between March and May 2022	Council RFO Council
Feb-22 Commence Policy reviews Review Training programme Chase unpaid debts Prepare for APM	Clerk to recommend amendments as required/council can appoint working group if required Consider training for new councillors/ review need based on current work/projects Preparation of accounts for YE Invite local groups/advertise event	Clerk/Council Clerk/Council Clerk Clerk
Mar-22 Complete PAYE and VAT returns Draft Action Plan 22/23 Annual Parish Meeting Clerks appraisal	Complete statutory PAYE returns and documents. Complete VAT return in preparation for YE Prepare action plan for parish business, appoint working group if required Invite parishioners, local groups/advertise event - Chairman to Chair if in attendance Consider duties and terms, recommend changes if required	RFO Clerk/working group Clerk/Council/Parishioners Chair/Min 1 other member/Clerk