

Pulham st Mary Parish Council - Action Plan 2022/23

Tasks

Projects

	Aims/objectives	Actions	Responsibility
Apr-22	Prepare EOY Accounts Continue review of policies (if required) CIL/Community Improvement Projects	Final EOY adjustments approved at April meeting Consider amendments and receive upgraded documents Ongoing Project - identify projects/& schedule for completion during 22/23	RFO/Council Council TBC
May-22	Complete Internal Audit /Approve EOY Hold APCM (AGM) 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 Details Below; 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-22	Submit EOY for external Audit/Exercise rights Review Asset Register Renew Insurance Annual Playground inspection QPJ	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 Work collaboratively to deliver events to commemorate QPJ	Clerk Clerk/Council Clerk/Council ROSPA Working Group/Other village groups
Jul-22	Improvements/repairs at Playground Litter pick	Schedule works, identified at annual ROSP inspection Work collaboratively to deliver village litter pick	Sports and Recreation Committee Pennoyers/other village groups
Aug-22	No Meeting		
Sep-22	Respond to External Audit/display notices Set Allotment Rents	Consider recommendations, act upon recommendations, display notice of conclusion and amendment to AGAR part Clerk present income and expenditure report for council consideration. Ratify allotment rents for 2023/24	Clerk/Council Clerk/Council
Oct-22	Review Maintenance contracts Review annual inspection programme Consider new Mid/Longer term projects	Consider current contract or renewal tenders, ratify at October meeting Consider ROSPA report, S&R report on community assets, Foot path report - consider action required Any community projects raised by council or suggested at APM/ consideration given to appointing working group	Council Council Council
Nov-22	Commence Budget preparation Clerks appraisal	Clerk present first draft budget for consideration, including anticipated parish expenditure and proposed projects for Consider duties and terms, recommend changes if required	RFO/Council Chair/Min 1 other member/Clerk
Dec-22	Continue Budget preparation	Ongoing consideration	RFO/Council
Jan-23	Agree Budget and set precept Submit precept Confirm date for APM	Ratify budget and set precept at January meeting date TBA Consider date between March and May 2023	Council RFO Council
Feb-23	Commence Policy reviews Review Training programme Chase unpaid debts Prepare for APM Review internal Auditor	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 Internal auditor to be ratified annually and consideration given to appointing a new auditor every 3 years	Clerk/Council Clerk/Council Clerk Clerk Council
Mar-23	Complete PAYE and VAT returns Adopt Action Plan 2023/24 Annual Parish Meeting Continue review of policies (if required)	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 amendments and receive upgraded documents	RFO Clerk/working group Clerk/Council/Parishioners Council