

**Burston and Shimpling Parish Council  
Annual Timetable 2018 - 2019**

**May 2018**      *Prepare report on CIL payments and expenditure for SNC and our website*  
*Finalise internally audited accounts to be presented at Annual PC Meeting.*

**Tuesday 22<sup>nd</sup> May Annual PC Meeting**

Elect Chair/ViceChair  
Review all policies and fees /charges  
Verify Asset Register  
Health and safety inspection of assets  
Repair/refurbish condition of assets

**June 2018**      **Tuesday 26<sup>th</sup> June PC Meeting**

**July 2018**      **Tuesday 17<sup>th</sup> July PC Meeting**

**August 2018**      No regular meeting

**September 2018**      *Prepare draft budget for 2019 - 2020*  
**Tuesday 18<sup>th</sup> September PC Meeting**

**October 2017**      *Circulate Draft budget...all advisory groups submit requirements*

**You should note that there is a requirement for the Parish and Town Council to prepare and submit a report for any financial year in which it receives CIL and for copies of the report to be published and sent to South Norfolk District Council no later than 31<sup>st</sup> December following the reporting year (Reg 62A). CIL is money paid in respect of development within the parish.**

**November 2018**      **Tuesday 27<sup>th</sup> November PC Meeting**  
Discuss Budget

**December 2018**      No regular meeting

**January 2019**      **Tuesday 15<sup>th</sup> January PC Meeting**  
*Budget – finalise Budget for 2019 – 2020 the January meeting*

*must be before about the 20<sup>th</sup> to be in time to get the budget in and apply for the Precept.*

Prepare end of year

Invitations for Annual Meeting

Seek nominations for the Don Swanton Award

**February 2019**

**No regular meeting**

**March 2019**

*Confirm dates for next year's meetings ( 2019-2020)*

**Tuesday 19<sup>th</sup> March PC Meeting**

End of Year approaching

Review Asset register, Financial Regulations and Financial Risk Assessment

Charitable donations?

**31<sup>st</sup> March ...end of Financial year**

**April 2019**

**1<sup>st</sup> April....Start of new financial year**

**Audit – papers sent for Internal Audit**

*EASTER DAY is Sunday 21st April*

**Tuesday 16<sup>th</sup> April.....Annual Parish Meeting and brief PC meeting for any urgent planning applications and progress the Audit**

**Present Don Swanton Award**

**Thursday 2<sup>nd</sup> May 2019 – Local Elections**

**May 2019**

*Prepare report on CIL payments and expenditure for SNC and our website*

*Finalise internally audited accounts to be presented at Annual PC Meeting.*

**Tuesday 21<sup>st</sup> May Annual PC Meeting**

Elect Chair/ViceChair

Review all policies and fees /charges

Verify Asset Register

Health and safety inspection of assets

Repair/refurbish condition of assets

**June 2019**

**Tuesday 25<sup>th</sup> June PC Meeting**