

July	August	September
<p>Quarterly budget reporting Appoint to Budgeting Sub-group</p>	<p>Concentrate on GDPR Review allotments fees & regulations</p>	<p>Review & Report:</p> <ul style="list-style-type: none"> • allotments fees & charges • Data protection • Document retention • Banking <p>Allotments & Asset management software Review cuttings contract</p> <p>Set Budgeting meeting Renew Insurance – replacement value?</p>

October	November	December
<p>Half year VAT claim</p> <p>Half year budget & feedback</p> <p>Budget meetings</p> <p>Review & report:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Standing Orders • Financial Risk Assessment <p>Play equipment</p> <ul style="list-style-type: none"> • Buy in annual inspection <p>Sign off on final version of DPC</p> <p>Neighbourhood plan</p>	<p>2020/21 draft budget</p> <p>Review & Report:</p> <ul style="list-style-type: none"> • Freedom of information • Publication Scheme • Complaints • Participation in public forum • Reporting at meetings <p>Vehicle Activated Signs report</p>	<p>Revised draft budget</p> <p>Review & Report:</p> <ul style="list-style-type: none"> • Equality & Diversity • Recruitment • Health & Safety <p>Appoint Internal Auditor</p> <p>Set dates of meetings</p>

January	February	March
Quarter 3 budget reporting Set Annual Budget Set Precept	Review & Report <ul style="list-style-type: none"> • Co-option • Training Policy • Compliance with Transparency Code 	Review & Report <ul style="list-style-type: none"> • Financial Risk Assessment • Year against budget

April	May	June
Year end accounts Internal Audit Year end VAT claim Documents to Internal Audit	Feedback on Internal Audit Complete exemption cert for external auditors Review of previous Action Plan Appoint Portfolios	New Action Plan

--	--	--