

Drinkstone Parish Council: Clerks report

Prepared for Parish Council meeting on 5th October 2021

1. Drinkstone Parish Council Calendar and achievement of tasks – updated at 25th Sept 2021

	Required task	Completed	Meeting Date
May 21	Annual Council meeting - elections	Y	4 th May 21
	Annual review of policies	Y ish	
	Approve end of year accounts	Y	
	Internal audit	Y	
	Review asset register	Y	
June 21	Receive finds internal audit	Y	7 th Jun 21
	Apply external audit exemption – AGAR part 2	Y	
	Submit annual return	Y	
July 21	Review risk assessment and check insurance	Y	No meeting
	Annual check of play equipment	Booked	
	VAT return	Y	
	Display audit for mandated public review	Y	
August 21	Updated excel finance file	Y	3 rd Aug 21
	Sort all the files out – doc retention	N	
	Holiday	Y	
September 21	Advertise half year accounts	Post Oct meeting	No meeting
	Prep draft budget ready for Oct meeting	Y	
October 21	Finalise budget and sign off at meeting	At Oct meeting	5 th Oct 21
	Meeting calendar to be agreed	At Oct meeting	
	VAT return	Y	
	Poppy wreath for memorial day	Not required	
November 21	Finalise budget and develop draft precept		No meeting
December 21	Finalise budget and agree precept		7 th Dec 21
January 22	Ensure precept submitted		10 th Jan 22
	VAT return		
	Check procedures for elections		
	Annual document retention review		
Feb 22	Get date for AGM sorted		No meeting
	Chase debts prior to end of year		
March 22	Insurance cover review		7 th Mar 22
	Election prep for AGM		
	Prepare end of year accounts		
April 22	Finalise end of year accounts		TBC
	End of year returns for tax, NIC, and VAT		
	Prepare internal audit documents		
	Confirm arrangements for AGM		

- **Other tasks complete**
 - Insurance renewal documentation
 - Daffodil donation collection
- **Tasks that need to be complete**
 - Bank access for Councillors