

Clerks to Smaller Councils
Monthly Calendar of Regular Duties

Month	Small Council Clerks monthly work list to action
Jan	<ul style="list-style-type: none"> - Review records which can now be disposed of - Old Minutes to the Record Office, Northampton (on a 3 yearly basis) - Make precept demand on Unitary Council, if not already done in December - Action quarterly VAT claim if required - Inform groups and clubs of any grant donations agreed in precept budget meeting, to be paid at the May meeting - Full bank reconciliation - Update planning list if required - Check election process if an election year - Real time payroll submit EPS & FPS - PAYE payment due - Complete SLCC CPD online - Litter picks - start planning posters/ risk assessment/insurance arrangements and book equipment etc. - Website update - post agenda on website, place minutes of previous meeting on website and update various pages weekly - Action agenda for the next meeting - Action monthly accounts report and pay invoices - Email next month's agenda to councillors - Put a copy of agenda on notice boards in parish - Print off copy of previous minutes for the parish notice board - Put a copy of draft minutes on notice board in parish - Type up last meeting minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation

This calendar has been prepared based upon the activities of 5 smaller councils in Wiltshire. The model will need to be amended to reflect the actual duties required of the Clerk of each individual council.

	<ul style="list-style-type: none"> - Request quotes for Mowing
Feb	<ul style="list-style-type: none"> - Grounds and Mowing tenders; to be sought bi-annually - Agree date for litter pick/ Community Day - Annual play area check actioned - Check all standing orders, financial regs, assets register are all up to date, action any updates if required for approval at the May meeting - Update planning list - Check register of interests is up to date - Request if the insurance policy is required to be reviewed, get 3 quotes for insurance and present to council next month - Real time payroll submit EPS & FPS - Full bank reconciliation - Website update - post agenda on website, place minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of minutes on notice board in parish - Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news <p>Agree date for Annual Parish Meeting and discuss ideas and attendees (Must be held between 1 March and 1 June)</p> <p>Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation</p>

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March	<ul style="list-style-type: none"> - Update risk assessment - ¼ Budget report, lessons through the year to be edited in the margins of the budget ready for next year's budget - Full bank reconciliation - Reconcile payroll records and payments - Print and issue P60s after final payroll for tax year has been run - Prepare Annual return paper work - Cash book and budget for year end - Real time payroll submit EPS & FPS - Make arrangements for the agreed minute for standing orders to be paid - Annual litter pick - Complete appraisal forms and arrange a formal interview with the council - If an election year advice councillors on procedures - Asset register review - Review Fidelity guarantee - Check accounts and audit regs - Real time payee - Website update - post agenda on website, place minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation
April	<ul style="list-style-type: none"> - If election year – prepare info packs for new councillors - Set dates for the year ahead meetings and the annual parish meeting date - Finalise parish meeting

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- Book village hall for the year ahead
- Pay annual rents for Sports Field, Play Area and Tennis Courts to Townlands Charity
- Pay annual peppercorn rent to PCC for The Derry
- Action quarterly VAT claim if required and full VAT claim for the previous financial year.
- Prepare year end accounts
- Organise year end internal audit delivery
- Full bank reconciliation
- Check first precept payment has been processed
- Update planning list
- Agree to appoint Internal Auditor and terms of reference
- Arrange Internal audit
- Real time payroll submit EPS & FPS
- PAYEE Payment due this month
- Set up new excel spread sheets for accounts
- Request Salary review for all Employees of the Council
- Review clerks wages and conditions
- Review assets condition – photograph issues and present to council
- Election of Chairman & Vice Chairman - send out emails asking for nominations
- SLCC regional conference request if I can attend
- Complete SLCC CPD online
- Real time payroll submit EPS & FPS
- Website update - post agenda on website, place minutes of previous meeting on website and update various pages
- Action agenda for the next meeting
- Action monthly accounts report
- Email agenda to councillors
- Put a copy of agenda on notice boards in parish
- Put a copy of draft minutes on notice board in parish
- Type up minutes and email out to councillors
- Action letters and emails from meetings decisions
- Draft parish council article up for parish news
- Remind Council to consider ideas for grant funding from Councillor Empowerment Fund
- Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation

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May	<ul style="list-style-type: none"> - Annual parish meeting – arrange speakers - Check bank mandates and update - Approve year end accounts - Full bank reconciliation - Update planning list - Council confirms election of chairman and vice chairman first item on the agenda - In an election year, delivery by councillors of their declarations of acceptance of office - Confirmation of the accuracy of the minutes of the last meeting of the council and to receive and note minutes of and/or to determine recommendations made by committees - Review of delegation arrangements to committees, sub-committees, employees and other local authorities - Review of the terms of references for committees - Receipt of nominations to existing committees - Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them - Review and adoption of appropriate standing orders and financial regulations - Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities - Review of representation on or work with external bodies and arrangements for reporting back - Council's period of eligibility to exercise the power of General Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility - Review of inventory of land and assets including buildings and office equipment - Review and confirmation of arrangements for insurance cover in respect of all insured risks - Review of the Council's and/or employees' memberships of other bodies - Establishing or reviewing the Council's complaints procedure - Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - Establishing or reviewing the Council's policy for dealing with the press/media - New councillor training - Check phone upgrade bi-yearly - Real time payroll submit EPS & FPS - Website update - post agenda on website, place Minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report
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May – contd.	<ul style="list-style-type: none"> - Arrange for hedges to be cut around the Play Area prior to the Annual fete - Email agenda to councillors - Deliver audit to internal auditor for actioning - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Print Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation - Check change to s137 payments calculation
June	<ul style="list-style-type: none"> - Full bank reconciliation - Update planning - ½ yearly budget reports - SLCC national conference request if I can attend - Real time payroll submit EPS & FPS - Website update - post agenda on website, place minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Tree Survey of Parish Trees 3 to 5 year intervals - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation

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July	<ul style="list-style-type: none"> - Pay internal audit fees - Deadline for submitting annual account to external auditor - Update planning list - Full bank reconciliation - Audit annual play area checks - Submit a VAT claim if required - Give notice of public's right to inspect the accounts - Review close down of accounts for year - PAYEE Payment due - Real time payroll submit EPS & FPS - Website update - post agenda on website, change date on front page of website with date last updated weekly, place minutes of previous meeting on website and Update various pages weekly - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councilors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation
Aug	<ul style="list-style-type: none"> - Clerk review interest rates on bank accounts - Update planning list - Action quarterly VAT claim if required - Full bank reconciliation - Complete SLCC CPD online - Real time payroll submit EPS & FPS - Website update - post agenda on website, place minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish

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	<ul style="list-style-type: none"> - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councillors for - Action letters and emails from meetings decisions - Action Parish Council article up for parish news and email to parish news before 23rd of month - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation
Sept	<ul style="list-style-type: none"> - Renew Insurance - When external audit completed put up notices - Advertise for grant applications for next year so when the budget is prepared you have an idea of required monies - Full bank reconciliation - Update planning list - ¼ budget report - Ask council to agree its objectives for the year ahead so that budget preparations are easier - Review charges etc. Freedom of information - Update risk assessment. - Forward planning - Get Internal Financial Controller to check accounts over, so that there is a formal internal ½ yearly check - Check second precept payment has been processed - Real time payroll submit EPS & FPS - Website update - post agenda on website, place minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation

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Oct	<ul style="list-style-type: none"> - Check Insurance is in place following renewal - Website update - post agenda on website, change date on front page of website with date last updated weekly, place minutes of previous meeting on website and update various pages weekly - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation - Real time payroll submit EPS & FPS - Quarterly VAT return action - Draft budget to finance committee - Order wreaths for memorial services if required
Nov	<ul style="list-style-type: none"> - Budget (Working party to set a budget for approval by full Council) - Reserves & contingencies - General reserves - Website update - post agenda on website, place Minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister Office, Communities, SLCC websites monthly for updates and changes to legislation - Claim financial contribution to mowing from County Council for the mowing carried out under s278 LGA 1972

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Dec	<ul style="list-style-type: none"> - Prepare notice to request tenders for Mowing (bi-annually) - ¼ budget report - Full Council to approve budget and precept - Agree precept if possible - Send out Christmas cards/ source Christmas tree for Village Green - Full bank reconciliation - Action quarterly VAT claim if required - Real time payroll submit EPS & FPS - Website update - post agenda on website, place minutes of previous meeting on website and update various pages - Action agenda for the next meeting - Action monthly accounts report - Email agenda to councillors - Put a copy of agenda on notice boards in parish - Put a copy of draft minutes on notice board in parish - Type up minutes and email out to councillors - Action letters and emails from meetings decisions - Draft parish council article up for parish news - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates etc
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