



ANNUAL TASK REGISTER 22-10016

Outline Duties for the Clerk to the JPC Over a Normal Business Year.

Activities 2021/ 22		
Month	Task	For Agenda
April 2021	<ul style="list-style-type: none"> • Start of financial year • Begin preparation of year end accounts (to be approved by the council before end of Sept) • Prepare for the year end internal audit to sign off the Annual Return • Submit year end returns for tax, National Insurance and VAT to HMRC • Review and minute the effectiveness of internal controls (including risk assessment) before 31 March • Check arrangements for the Annual Parish Meeting (can be held between 1 March and 1 June) • Prepare information packs for new councillors • Review Insurance (for May Meeting) <ul style="list-style-type: none"> ○ BHIB Councils Insurance ○ Came & Co ○ Zurich • Set up new Excel Finance spreadsheet once previous year complete • Review Assets • Send annual allotment insurance invoice to committee • Grant requests 	<p>Review and Minute effectiveness of internal financial controls</p> <ul style="list-style-type: none"> - Agree Budget - Internal Financial Control report <p>Update and confirm the Asset Register</p> <ul style="list-style-type: none"> - Consider Exemption from External Audit or have a limited assurance review <p>Notify External Auditors to certify as exempt (if income is under £25k) and agreed</p> <p>Review Risk Assessment 21 / 22</p> <p>Year End Budget Monitoring Report (may need to go to May)</p> <ul style="list-style-type: none"> - Review and Minute effectiveness of internal financial controls <p>Grant Requests</p> <ul style="list-style-type: none"> ○ <p>Review Reserves Policy and agree Reserves Clerk Salary and confirm expenses rates</p> <p>Policies for Review</p> <ul style="list-style-type: none"> ○
May	<ul style="list-style-type: none"> • Start of the Council Year • Hold the Annual Meeting of the PC Council, where the following items are completed: <ul style="list-style-type: none"> ○ Election of a Chairman for the year ○ Election of Vice-Chairman ○ Election of representatives to other bodies ○ Agree Chairman's Allowance if there is one ○ Committee membership is settled ○ Signing of Declarations of Acceptance of Office (for all before 1st meeting in an election year and every year for Chairman / Vice Chairman) 	<p>Reminder to renew register of interests and sign Acceptance of Office forms</p> <p>Election of Chairman</p> <p>Election of Vice Chairman</p> <p>Appointment of Internal Auditor</p> <p>Appointment of Councillor responsible for Internal Control</p> <p>Appointment of Staffing Committee</p> <p>Appointment of Councillor for ...</p> <p>Appointment of Council representative for Parish Hall ...</p>

Activities 2021/ 22		
Month	Task	For Agenda
	<ul style="list-style-type: none"> ○ Review Register of Interests ○ The RFO checks bank mandates ○ Standing Orders are confirmed ○ Training could be offered to new councillors ● 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 ● Scan Assets and Fidelity Guarantee section of Insurance Schedule for internal Audit 	<p>Complete External Audit Annual Governance Statement</p> <p>Complete External Audit Accounting Statements</p> <p>Agree to redact signatures on Web version of AGAR</p> <p>Consider and approve draft Statement of Accounts</p> <p>Internal Auditor Review of Effectiveness Report</p> <p>Pay Insurance Renewal</p> <ul style="list-style-type: none"> - Confirm meeting dates - Internal Financial Control Procedure - Training - Policies for Review ○
June	<ul style="list-style-type: none"> ● Council to approve Accounts and complete Annual Return by 30th June to send to Internal Auditor ● Post up notice of Exercise of Public Rights – xx June ● Submit return to PKF Littlejohn by xx June ● Publish on the council website before the inspection period starts (ie xx June) - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected ● Councillors to inspect all physical assets and report ● Defib battery and pads need replacement – get costs 	<ul style="list-style-type: none"> - Fixed Assets Review - Review Dispensation Procedure (following election) - Defibrillator battery and pads replacement Policies for Review
July	<ul style="list-style-type: none"> ● Send Annual Return to External Auditor ● Quarterly VAT reclaim (if applicable) ● End of first quarter Statement ● Check risk assessments with the insurance company ● Grant requests 	<p>Inspect Bus shelters and report on condition</p> <p>Grant Requests</p> <ul style="list-style-type: none"> ○ <p>Budget Monitoring Report</p> <ul style="list-style-type: none"> - Review and Minute effectiveness of internal financial controls - Review Internal Audit Terms of Reference Policies for Review ○
August		<p>Policies for Review</p> <ul style="list-style-type: none"> ○

Activities 2021/ 22		
Month	Task	For Agenda
September	<ul style="list-style-type: none"> Put up notices following completion of external audit (if necessary) Arrange inspections of trees etc and organise necessary works – ongoing Make preparations for budget discussions (using info from half year accounts, grant applications, policies) Receive 2nd half Precept Review grass cutting contract 	<p>Poppy Wreath (Appointment of Internal Auditor) Policies for Review</p> <ul style="list-style-type: none"> ○
October	<ul style="list-style-type: none"> Quarterly VAT reclaim (if applicable) Report end of 2nd Quarter Give draft budget to the council/Finance Committee Approve calendar dates for meetings in next calendar year Order Remembrance Poppy wreaths Grant requests 	<p>Agree which Councillor to attend Remembrance service</p> <p>Grant Requests</p> <ul style="list-style-type: none"> ○ <p>Budget Monitoring Report</p> <ul style="list-style-type: none"> - Review and Minute effectiveness of internal financial controls <p>Policies for Review</p> <ul style="list-style-type: none"> ○
November	<ul style="list-style-type: none"> Council to approve the budget and precept requirement for next financial year Remembrance Day Review employees' wages and conditions of service Complete Internal Audit checklist document 	<p>Draft Budgets</p> <p>Policies for Review</p> <ul style="list-style-type: none"> ○
December	<ul style="list-style-type: none"> Agree budget and advise District/Unitary Council of Precept requirement 	<p>Policies for Review</p> <ul style="list-style-type: none"> ○
January 2022	<ul style="list-style-type: none"> Submit precept request Report end of 3rd quarter to 31st December Quarterly VAT reclaim (if necessary) Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June) Review records/documents/planning applications which can be disposed of (2024) Check election procedures Review Grass Cutting Contract Review Refuge and weed spraying contract Review verge cutting contract 	<p>Annual Budget</p> <p>Setting Precept following confirmation of Tax Base and CTRS figures</p> <p>Quarterly Budget Monitoring Report</p> <ul style="list-style-type: none"> - Review and Minute effectiveness of internal financial controls <p>Grant Requests</p> <ul style="list-style-type: none"> ○ <p>Review and Minute effectiveness of internal financial controls</p> <p>Agree Tidy-up Day Date and respond to CDC re rubbish sacks etc</p> <p>Policies for Review</p> <ul style="list-style-type: none"> ○ S

Activities 2021/ 22		
Month	Task	For Agenda
February	<ul style="list-style-type: none"> • Ensure Health and Safety policies, Register of Interests, Standing Orders, Financial Regulations and the Assets Register are up to date • Check the new electoral register and new legislation • Follow up outstanding debts • Make arrangements for the Annual Parish Meeting • Review plans for the future 	<p>Agree meeting dates for year inc APM – remember to check when Polling Day is for May Meeting and send dates to book hall</p> <p>Policies for Review</p> <ul style="list-style-type: none"> ○
March	<ul style="list-style-type: none"> • End of financial year • Precept due 1 April • Review and renew all insurance policies, including fidelity guarantee insurance cover, employers liability, public liability etc ready for April meeting • If this is an election year, check procedures and advise councillors • Create new year's finance spreadsheet • Create new year's agenda and minutes page • Publish new year's meeting dates online and post on noticeboard 	<p>NALC Pay increase agreement from April (if confirmed)</p> <ul style="list-style-type: none"> - Agree the Reserves <p>Review, note and publish training log</p> <p>Policies for Review</p> <ul style="list-style-type: none"> ○

Every Month

- Prepare draft agenda and send to Chairman for courtesy check before publishing
- Prepare the finance report once the bank statement has been received, reconciling the account and checking for outstanding cheques / payments
- Update the HMRC Basic PAYE RTI Tools for the month and submit via the Government Gateway (before the salary payment leaves the bank account on 1st of month)
- Complete the Clerk's salary record sheet and take to the meeting with the invoices
- Create an invoice payment sheet for the meeting's invoices
- Add copies of the invoices to the Month's Finance Dropbox file
- Set up the online payments (if not writing cheques)
 - Login to the bank (add link)
 - Add instructions on how to use your particular banking here:
 -
- Finalise the agenda, publish online
- Post both the agenda and previous month's minutes on the noticeboards together with any other relevant notices
- Take any planning application papers round to the Chairman (see below for planning process)
- Prepare all meeting papers and publish online
- Print out 5 copies of the Agenda and Minutes, plus 3 Finance Reports for the Public for the meeting, plus additional copies of the Minutes and the Clerk Report (based on the agenda) for the Councillors
- Take to the meeting:
 - Meeting File duly filled with papers
 - Finance File
 - Minute Book

- Policies File (which includes Standing Orders and Financial Regulations)
- Local Council Administration (Yellow Book)
- Note book
- Village Hall Keys
- During meeting
 - Complete Attendance List
 - Make a note of any Dispensations
- After the meeting write the Minutes and send to the Chairman (for a 'sanity check') and then circulate to the Councillors also putting a copy in Drobox ready for the next meeting
- Publish the draft minutes on the website as soon as possible after checking
- Once the Minutes have been written, write the article for *Village Newsletter* (based on the Minutes)
- Consider any other articles for *Village Newsletter* which might be useful
- Update attendance spreadsheet (if not completed at the meeting)
- Action any points from the meeting

- Planning process
 - Check planning email folder regularly and monitor
 - If the application is due back before the PC meeting request a time extension from the Planning Officer
 - Add details to Agenda
 - Add details to website (under month when will be discussed), including a link to the application on the CDC portal
 - Go to the SDC portal and track the application
 - As soon as possible after the meeting make the formal response
 - Save all Notices of Decision which come in by email to the Dropbox and add to agenda for noting

Ad Hoc

- Circulate any email correspondence as quickly as possible
- Monitor the Village Magazine which might have useful information which can be circulated
- Add in to Yearly list when policies need reviewing

Basic advice on writing Minutes

- Write in the past tense
- Never name members of the public – however, if they have a Title such as Chairman of the x Committee / representative of the Village Club or whatever, then that can be used
- Try to avoid naming Councillors – it's the Council as a corporate body which makes the decisions
- However, if a particular Councillor has attended a meeting, that's fine to record
- All decisions are **RESOLVED** by the Council. If a Councillor disagrees with the decision, then this can be recorded as 'The Council **RESOLVED** to agree to x with one abstention / objection' if required