



## Parish Council Diary 2023/24

Month	Date	Actions	Signed
March		Notification of Election 23rd March	
April		Bank statements 31 <sup>st</sup> March Annual Accounts Circulated VAT Return HMRC End of Year Return Pay ICO Data Protection Fee (DD) Pay DALC Annual Subscription (DD) Put Annual Parish Meeting in Beacon Nomination papers deadline 4 <sup>th</sup> April Bank Holidays 7 <sup>th</sup> and 10 <sup>th</sup> April	
	17 <sup>th</sup> April	<b>Parish Council Meeting</b> Draft 2022/23 Accounts End of Year Budget Annual Parish Meeting Agenda Review Bank Mandates Inspect Seats and assets	
		Notice of Poll 25th April Accounts to Internal Auditor First Instalment of Precept 30 <sup>th</sup> April	
May		Chairman to write annual report Pay Insurance Local Election 4th May Declaration of Results 5 <sup>th</sup> May Unelected councillors term ends 10th May Coronation 6 <sup>th</sup> May Bank holidays 1 <sup>st</sup> , 8 <sup>th</sup> and 29 <sup>th</sup> May	
	15 <sup>th</sup> May	<b>Annual Parish Meeting</b> Annual Reports <b>Annual Parish Council Meeting</b> Election of Chairman Sign acceptance of Office Review Code of Conduct Review Insurance, Risk Assessment and Asset Register	
June		AGAR must be sent out 14 days before meeting Register of Interests forms completed by 1 <sup>st</sup> June Delivery of return for election expenses 1st June	
	26 <sup>th</sup> June	<b>Parish Council Meeting</b> Internal Auditor's Report Thanks to Internal Auditor, choose next auditor, gift. Agree Annual Return (AGAR)	

		Submit AGAR Pay Salary	
July		Bank Statements 30 <sup>th</sup> June Clerk's Annual Assessment	
	24 <sup>th</sup> July	<b>Parish Council Meeting</b>	
		Pay SLCC Membership	
August		Holiday	
September	11 <sup>th</sup> Sept	<b>Parish Council Meeting</b> Pay ODTCC Section 137 Donation	
		Second Instalment of Precept 30 <sup>th</sup> September Pay Salary	
October		Bank Statements 30 <sup>th</sup> September Set Parish Council meetings for 2024 Create new diary	
November	20 <sup>th</sup> Nov	<b>Parish Council Meeting</b> Mid-Year Budget Draft 2023/24 Precept and Budget	
December			
January		Bank Statements 31 <sup>st</sup> December	
	15 <sup>th</sup> Jan	<b>Parish Council Meeting</b> Confirm Precept Review Standing Orders	
		Precept Request Pay Citizens Advice Donation	
February		Pay for Village Hall and Website	
March	11 <sup>th</sup> March	<b>Parish Council Meeting</b> Review Financial Regulations Councillors to Check Interests	
		Pay Salary Inspect Seats and assets Invite guests to Annual Parish Meeting Put Annual Parish Meeting in April Beacon	

\*Annual Parish Council Meeting must be in May

\*The parish meeting of a parish shall assemble annually on some day between 1st March and 1st Jun

\*There must be a Parish Council meeting to approve the Precept in January

\*There must be a Parish Council meeting to approve the AGAR before end June