



Parish Council Diary 2024/25

Month	Date	Actions	Signed
March		Put Annual Parish Meeting in Beacon Bank Holiday Friday 29 th March	
April		Bank statements 31 st March Bank Holiday Monday 1 st April Draft 2023/24 Annual Accounts Circulated VAT Return HMRC End of Year Return Pay ICO Data Protection Fee (DD) Pay DALC Annual Subscription (DD) Chairman to write annual report	
	29 th April	Annual Parish Meeting Annual Reports	
		Accounts to Internal Auditor First Instalment of Precept 30 th April	
May		Pay Insurance Bank holidays 6 th and 27 th May	
	20 th May	Annual Parish Council Meeting Election of Chairman Sign acceptance of Office Review Code of Conduct Review Insurance, Risk Assessment and Asset Register Review Bank Mandates End of Year Budget Formal approval of 2023/24 Accounts Internal Auditor's Report Thanks to Internal Auditor, choose next auditor, gift. Agree Annual Return (AGAR)	
June		Submit AGAR Pay Salary	
July		Bank Statements 30 th June	
	8 th July	Parish Council Meeting	
		Clerk's Annual Assessment Pay SLCC Membership	
August		Holiday	
September	9 th Sept	Parish Council Meeting Pay ODTCC Section 137 Donation	

		Second Instalment of Precept 30 th September Pay Salary	
October		Bank Statements 30 th September Set Parish Council meetings for 2024 Create new diary	
November	11 th Nov	Parish Council Meeting Mid-Year Budget Draft 2023/24 Precept and Budget	
December			
January		Bank Statements 31 st December Skaigh Wood Charity Commission Return	
	13 th Jan	Parish Council Meeting Confirm Precept Review Standing Orders	
		Precept Request Pay Citizens Advice Donation	
February		Pay for Village Hall and Website	
March	17 th March	Parish Council Meeting Review Financial Regulations Review Employment Policies	
		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