

**Brereton and Ravenhill Parish Council Time Line
2024- 2026**

		January	February	March	April	May
2024	Strategic					(5.PHM). Trial Tuck Shop
	Governance					Annual Meeting of the Council (Chair/Vice Chair, C & Wg voted) Chair & Vice-chair signs annual declaration
	Community				Christmas lights application	
	Statutory					Annual Parish Assembly (incl. ALL donations and Grant recipients)

	Clerical					
	Financial				Make end-of-year HMRC & VAT returns	Accounts are signed off by Full Council and year end Audit Form completed Annual Insurance Due
		January	February	March	April	May
2025	Strategic	(1.FC). Begin Community Council Initiative				(5.PHM). Community Café phase 3 Community Transport project begins
	Governance	Review Asset Register	Check Health & Safety policy			Annual Meeting of the Council (Chair/Vice Chair, C & Wg voted) Chair/Vice Chair signs annual declaration Annual Insurance Due

	Community		Begin discussion on possible CIL infrastructure proposals.		Christmas lights application (Contract ends this year)	Produce a plan and send to CCDC re: CIL proposal for infrastructure spending
	Statutory	Agree Precept for next year	Submit Precept to CCDC		Annual Parish Assembly Committees and WG Terms of Reference Policies review by FC. Revise/update ToR on website	Register of Interests to be updated Standing Orders Policy review
	Clerical	Insurance Review to obtain 3 Quotes Set date for Parish Meeting	Agree arrangements for Parish Meeting Decide on Insurance Quote	Grant 1 applications begin Account details for suppliers verification needed every 2 years. (next 2027) (7.12)	Decision on Grant 1	Award Grant 1
	Financial	Quarterly VAT return TWO Bank Reconciliations & Income .v. Invoices	Bank Reconciliation & Income .v. Invoices BACS & CHAPS as well as Banker's Standing Orders renewal via FC approval every 2 years (next 2027) (7.10/7.11)	Prepare end-of-year accounts Prepare end-of year-internal audit Bank Reconciliation & Income .v. Invoices Quarterly Non-signatory check (2.6)	Make end-of-year HMRC & VAT returns Organise end-of-year Internal Audit Bank Reconciliation & Income .v. Invoices	Accounts are signed off by Full Council and year end Audit Form completed Annual Insurance Due Bank Reconciliation & Income .v. Invoices Investment Strategy & Policy review
		January	February	March	April	May

2026	Strategic					
	Governance	Review Asset Register	Check Health & Safety policy			Annual Meeting of the Council (Chair/Vice Chair, C & Wg voted) Chair/Vice Chair signs annual declaration
	Community		Begin discussion on possible CIL infrastructure proposals		Christmas lights (Search for New Contract)	Produce a plan and send to CCDC re: CIL proposal for infrastructure spending
	Statutory	Agree Precept for next year	Submit Precept to CCDC		Annual Parish Assembly Committees and WG Terms of Reference Policies review by FC. Revise/update ToR on website Code of Conduct review and sign.	Chair and Vice Chair positions vote Register of Interests to be updated Standing Orders Policy review
	Clerical	Insurance Review to obtain 3 Quotes Set date for Parish Meeting	Agree arrangements for Parish Meeting Decide on Insurance Quote	Grant 1 applications begin	Decision on Grant 1	Award Grant 1

	Financial	Quarterly VAT return TWO Bank Reconciliations & Income .v. Invoices	Bank Reconciliation & Income .v. Invoices	Prepare end-of-year accounts Prepare end-of year- internal audit Bank Reconciliation & Income .v. Invoices Quarterly Non-signatory check (2.6)	Make end-of-year HMRC & VAT returns Organise end-of-year Internal Audit Bank Reconciliation & Income .v. Invoices	Accounts are signed off by Full Council and year end Audit Form completed Annual Insurance Due Bank Reconciliation & Income .v. Invoices Investment Strategy & Policy review

June	July	August	September	October	November	December
	(5.PHM). Tuck Shop Opens for summer Holidays			(5.PHM). Tuck Shop review (5.PHM). Community Café phase 2 Strategic Developments Review 1		
Review TOR by C	Review ToR by FC Revise/update ToR on website	Councillors break from monthly meetings	Review Risk Assessment	PC Officers annual salary review	Annual Finance Computers update and security reviewed (2.7)	Risk Assessment review begins Councillors break from monthly meetings
	Brereton Carnival	Music Licence	(10.S). Handy Person position to start	Annual inspection of the Parish Neighbourhood and Assets	Remembrance Parade Flag flying	Christmas Lights
	Register of Interests to be updated		Letter to re-employ Internal Auditor	Begin Draft Budgets by C's Prepare for annual precept Prepare for half-yearly internal audit with Auditor	Complete half-yearly internal audit with Auditor	Prep Precept by FC

	Display notice of (AGAR) Audit	Display notice of (AGAR) Audit	Agree/Approve calendar of meetings Grant 2 applications begin	Decide on Grant 2 to be given	Award Grant 2	Approve calendar of meetings for next year
Organise end-of-year Internal Audit Quarterly Non-signatory check (2.6)		Ensure there is a mechanism for paying bills this month	Prepare for half yearly internal audit Review Employee's wages. Annual Staff Review TWO Bank Reconciliations & Income .v. Invoices Quarterly Non-signatory check (2.6)	Quarterly VAT return Bank Reconciliation & Income .v. Invoices Notice of Completion of Audit on Noticeboards and Website	Bank Reconciliation & Income .v. Invoices RFO prepares Draft Budget and 2 year forecast. Agree how to comply with Financial Regulations to pay bills next month	Budget detailing estimates of all receipts and payments and use of reserves. Bank Reconciliation & Income .v. Invoices Quarterly Non-signatory check (2.6)
June	July	August	September	October	November	December
Review TOR by C		Councillors break from monthly meetings	Complete revised Risk Assessment (due to Café) Communication & Social media and Equality & Diversity policies reviewed Financial Regulations Policy review The Green (Review Trees Policy)	Investment Strategy and Food Hygiene Management policies reviewed	Annual Finance Computers update and security reviewed (7.13)	Risk Assessment review (completed) Councillors break from monthly meetings

Picnic in the park annual event	Brereton Carnival	Music Licence Renewal		Annual inspection of the Parish Neighbourhood and Assets	Remembrance Parade Flag flying	Christmas Lights
	PAT Testing Display notice of Audit on noticeboards and website		Letter to re-employ Internal Auditor Financial Regulations Review.	Prepare for annual precept Begin Draft Budgets by C's	Complete half-yearly internal audit with Auditor	Prep Precept by FC
Display notice of (AGAR) Audit Renew annual subscriptions SPCA & NALC	Display notice of (AGAR) Audit	Display notice of (AGAR) Audit	Grant 2 applications begin	Decision on Grant 2	Award Grant 2	Approve calendar of meetings for next year
Organise end-of-year Internal Audit Bank Reconciliation & Income .v. Invoices Quarterly Non-signatory check (2.6)	Quarterly VAT returns Bank Reconciliation & Income .v. Invoices Agree how to comply with Financial Regulations to pay bills next month	Ensure there is a mechanism for paying bills	Prepare for half yearly internal audit Review Employee's wages. Annual Staff Review TWO Bank Reconciliations & Income .v. Invoices Quarterly Non-signatory check (2.6)	Quarterly VAT return Prepare a draft budget based on existing accounts for FC. Bank Reconciliation & Income .v. Invoices Notice of Completion of Audit on Noticeboards and Website	Bank Reconciliation & Income .v. Invoices RFO prepares Draft Budget and 1 year forecast. Agree how to comply with Financial Regulations to pay bills next month	Budget detailing estimates of all receipts and payments and use of reserves. Bank Reconciliation & Income .v. Invoices Quarterly Non-signatory check (2.6)
June	July	August	September	October	November	December

Review TOR by C		Councillors break from monthly meetings	Review Risk Assessment Communication & Social media and Equality & Diversity policies reviewed Financial Regulations Policy review	Investment Strategy and Food Hygiene Management policies reviewed PC Officers annual salary review	Annual Finance Computers update and security reviewed Annual Finance Computers update and security reviewed (2.7)	Risk Assessment completed Councillors break from monthly meetings
Picnic in the park annual event	Brereton Carnival	Music Licence Renewal		Annual inspection of the Parish Neighbourhood and Assets	Remembrance Parade Flag flying	Christmas Lights
	PAT Testing		Letter to re-employ Internal Auditor	Prepare for annual precept Begin Draft Budgets by C's	Complete half-yearly internal audit with Auditor	Prep Precept by FC
Display notice of (AGAR) Audit Renew annual subscriptions SPCA & NALC	Display notice of (AGAR) Audit	Display notice of (AGAR) Audit	Grant 2 applications begin	Decision on Grant 2	Award Grant 2	Approve calendar of meetings for next year

Organise end-of-year Internal Audit Bank Reconciliation & Income .v. Invoices Quarterly Non-signatory check (2.6)	Quarterly VAT returns Bank Reconciliation & Income .v. Invoices Agree how to comply with Financial Regulations to pay bills next month	Ensure there is a mechanism for paying bills	Prepare for half yearly internal audit Review Employee's wages. Annual Staff Review TWO Bank Reconciliations & Income .v. Invoices Quarterly Non-signatory check (2.6)	Quarterly VAT return Bank Reconciliation & Income .v. Invoices Prepare a draft budget based on existing accounts for FC. Notice of Completion of Audit on Noticeboards and Website	Bank Reconciliation & Income .v. Invoices RFO prepares Draft Budget and 3 year forecast. Agree how to comply with Financial Regulations to pay bills next month	Prepare Budget detailing estimates of all receipts and payments and use of reserves. Quarterly Non-signatory check (2.6)