

DRAFT: Drewsteignton Parish Council Annual Planner 2021- 2022

Please note that all meeting dates are subject to change to comply with Government Coronavirus restrictions/regulations in force at the time. [The Website](#) will be kept updated with any changes to meeting dates/venues.

<u>Month</u>	<u>Matter</u>	<u>Responsibility</u>	<u>Actions/agenda item</u>
April 2021	<ul style="list-style-type: none"> • Agenda to be published no later than 22nd April. • Parish Council Meeting 29th April. 7.30pm via Zoom. • Annual Council Agenda to be published no later than 28th April. 	<ul style="list-style-type: none"> • Clerk & All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs 	<ul style="list-style-type: none"> • Cllrs to read agenda and supporting documents. <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> • Completion and signing of AGAR documents. • Cllrs to read agenda and supporting documents
May 2021	<ul style="list-style-type: none"> • Annual Parish Council Meeting 5th May. 7pm via Zoom 	<ul style="list-style-type: none"> • Clerk & All Cllrs 	<p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> • Election of Chair and Vice-Chair. • Along with Annual review of the following Council Documents: <ul style="list-style-type: none"> • Policies (DPC 001, 002, 003, 004 & 005) • Approval of Annual Insurance Cover & Asset register. • Confirmation of reps on external bodies & Annual Subscriptions.
June 2021	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published no later than 16th June. • Parish Council Meeting 21st June. 7.30pm @ Whiddon Down Village Hall. 	<ul style="list-style-type: none"> • All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs 	<ul style="list-style-type: none"> • To be sent to Clerk no later than 10th June. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> • Renewal of lease agreement for MVAS • Review of Policies: DPC 007, 008 & 009)
July 2021	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published no later than 14th July. 	<ul style="list-style-type: none"> • All Cllrs • Clerk & All Cllrs 	<ul style="list-style-type: none"> • To be sent to Clerk no later than 8th July. • Cllrs to read agenda and supporting documents

	<ul style="list-style-type: none"> Parish Council Meeting 19th July. 7.30pm @ Whiddon Down Village Hall. Clerks Annual Leave: from 26th July to 8th August inclusive (2wks). 	<ul style="list-style-type: none"> Clerk & All Cllrs 	<p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> Review of Policies: DPC 010, 011, 012, 013 & 015 Footpath inspection allocation. Allocation of Assets for Inspection Clerk to set out of Office Email auto-reply and send reminder to Cllrs prior to Leave commencing.
August 2021	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 11th August. Parish Council Meeting 16th August. 7.30pm @ Whiddon Down Village Hall 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs Clerk & All Cllrs 	<ul style="list-style-type: none"> To be sent to Clerk no later than 8th August. Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> New Policies for consideration: DPC 024 Social Media & 025 Grants Policy.
September 2021	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 15th Sept. Parish Council Meeting 20th September 7.30pm @ Whiddon Down Village Hall 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs Clerk & All Cllrs 	<ul style="list-style-type: none"> To be sent to Clerk no later than 9th Sept. Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> Review of Policies: DPC 016 to 020 inclusive. Cllrs reports on Inspected Assets.
October 2021	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 13th October. Parish Council Meeting 18th October 7.30pm @ Whiddon Down Village Hall Items for Consideration in Draft Budget 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs Clerk & All Cllrs All Cllrs 	<ul style="list-style-type: none"> To be sent to Clerk no later than 7th Oct. Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> Review of Policies: DPC 006, 021, 022 & 023. Cllrs to report on Footpaths inspected. To be sent to the Clerk by 29th October.
November 2021	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 10th Nov. 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs 	<ul style="list-style-type: none"> To be sent to Clerk no later than 4th Nov. Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p>

	<ul style="list-style-type: none"> Parish Council Meeting 15th November 7.30pm @ Whiddon Down Village Hall 	<ul style="list-style-type: none"> Clerk & All Cllrs 	<ul style="list-style-type: none"> 1st Draft Budget for 2022-23 Review of efficiency of Internal Audit.
December 2021	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 10th Nov. Parish Council Meeting 13th Dec. 7.30pm @ Whiddon Down Village Hall Clerks Annual Leave from 20th December to 5th January inclusive (2.5wks). 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs Clerk & All Cllrs 	<ul style="list-style-type: none"> To be sent to Clerk no later than 2nd Dec. Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> I.C.O Renewal <ul style="list-style-type: none"> Clerk to set out of Office Email auto-reply and send reminder to Cllrs prior to Leave commencing.
January 2022	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 12th January. Parish Council Meeting 17th January 7.30pm Venue TBC Precept request to be submitted to WDBC 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs Clerk & All Cllrs Clerk 	<ul style="list-style-type: none"> To be sent to Clerk no later than the 7th Jan. Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> Final Draft Budget & Precept recommendation. <ul style="list-style-type: none"> To submit request as approved at PCM.
February 2022	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 16th Feb. Parish Council Meeting 21st February 7.30pm Venue TBC Annual Play equipment inspection 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs Clerk & All Cllrs Clerk 	<ul style="list-style-type: none"> To be sent to Clerk no later than the 10th Feb. Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> Authorisation of ROSPA inspection. <ul style="list-style-type: none"> To arrange ROSPA inspection of play equipment.
March 2022	<ul style="list-style-type: none"> Agenda Item Deadline Agenda to be published no later than 16th March. 	<ul style="list-style-type: none"> All Cllrs Clerk & All Cllrs 	<ul style="list-style-type: none"> To be sent to Clerk no later than the 10th March. Cllrs to read agenda and supporting documents

<p>March 2022</p>	<ul style="list-style-type: none"> • Parish Council Meeting 21st March 7.30pm Venue TBC. • Book IA inspection for report completion by April meeting • Agree on guest speaker(s) (if required) for Parish Meeting • Publish Parish Meeting Agenda 	<ul style="list-style-type: none"> • Clerk & All Cllrs • Clerk/RFO • All Cllrs • Clerk 	<p><u>Items on Agenda to include:</u></p> <ul style="list-style-type: none"> • Appointment of IA to be approved • Arrange approved IA to carry out inspection so that report can be received prior to Annual PCM • Clerk to arrange date for Parish meeting with guest speaker (if required) and book venue. Posters to be created to advertise. • Agenda to be published with 14 clear days' notice for Annual Parish Meeting.
<p>April 2022</p>	<ul style="list-style-type: none"> • Prepare Year End Accounts • Agenda Item Deadline • Agenda to be published no later than 13th April. • Parish Council Meeting 18th April 7.30pm Venue TBC. 	<ul style="list-style-type: none"> • Clerk/RFO • All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs 	<ul style="list-style-type: none"> • Prepare Year and accounts and AGAR with associated documents. Circulate to Cllrs for approval at May Annual Council Meeting. • To be sent to Clerk no later than 7th April. • Cllrs to read agenda and supporting documents • Items on Agenda to include:
<p>May 2022</p>	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published no later than 11th May. • Annual Parish Council Meeting 16th May. 7.30pm Venue TBC. 	<ul style="list-style-type: none"> • All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs 	<ul style="list-style-type: none"> • To be sent to Clerk no later than 5th May. • Cllrs to read agenda and supporting documents • <u>Items on Agenda to include:</u> <ul style="list-style-type: none"> • Election of Chair and Vice-Chair. • Along with Annual review of the following Council Documents: <ul style="list-style-type: none"> • Policies (DPC 001, 002, 003, 004 & 005) • Approval of Annual Insurance Cover & Asset register. • Confirmation of reps on external bodies & Annual Subscriptions.