

DRAFT: Drewsteignton Parish Council Annual Planner February 2022- February 2023.

Please note that all meeting dates are subject to change – [Please see the website for details](#) or [contact the clerk \(details at the end\).](#)

Month	Matter	Responsibility	Actions/agenda item
February 2023	<ul style="list-style-type: none"> • Agenda published 14th Feb. • SLCC Conference 15th to 17th inc. • Council Meeting 21st Feb 7.30pm @ Whiddon Down Village Hall. • Clerks Annual Leave 28/2/22 to 6/3/22 inclusive (1wk.) 	<ul style="list-style-type: none"> • Clerk & All Cllrs • Clerk • Clerk & All Cllrs • Clerk 	<ul style="list-style-type: none"> • Cllrs to read agenda and supporting documents • Clerk attending and will be unavailable. • Cllrs to send apologies with reason to the Clerk prior to the meeting if they are unable to attend. • Clerk to set up “out of office” information
March 2022	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 16th March. • Council Meeting 21st March, 7.30pm @ Drewsteignton 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 March. • Cllrs to read agenda and supporting documents. <p><u>Items on Agenda to include:</u> Renewal of Anti-virus protection. Schedule of Salary to be presented for approval.</p>
April 2022	<ul style="list-style-type: none"> • Prepare Year End Accounts • Agenda Item Deadline • Annual Parish Meeting notice to be published by 29th April. 	<ul style="list-style-type: none"> • Clerk/RFO • All Cllrs • Clerk 	<ul style="list-style-type: none"> • Prepare accounts and AGAR. Circulate to Cllrs for approval at Council Meeting once Internal Audit is received. • To be sent to Clerk no later than 26th April. • Clerk to publish Notice and Agenda
May 2022	<ul style="list-style-type: none"> • Clerks Annual Leave 2/5/22 to 8/5/22 inclusive (1wk.) • Agenda to be published by 11th May. • Annual Parish Council Meeting 16th May 7.30pm @ Drewsteignton Village Hall. 	<ul style="list-style-type: none"> • Clerk • Clerk & All Cllrs • Clerk & All Cllrs 	<ul style="list-style-type: none"> • Clerk to set up “out of office” information • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> Election of Chair and Vice-Chair. AGAR to be signed off at this meeting. Along with Annual review of the following Council Policies (DPC 001, 002, 003, 004), approval of Insurance Cover, Asset register, Annual Subs and reps on external bodies.</p>

May 2022 Cont.	<ul style="list-style-type: none"> • Annual Parish Meeting 23rd May 7.30pm @ Whiddon Down Village Hall. 	<ul style="list-style-type: none"> • Clerk & Chair 	<ul style="list-style-type: none"> • Clerk & Chair to attend meeting, Cllrs are invited to attend as parishioners.
June 2022	<ul style="list-style-type: none"> • Publish Exercise of Public Rights Notice (by 31st May) • Agenda Item Deadline • Agenda to be published by 15th June. • Council Meeting 20th June. 7.30pm @ TBC. • Submission of AGAR to E.A 	<ul style="list-style-type: none"> • Clerk/RFO • All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs • Clerk/RFO 	<ul style="list-style-type: none"> • 1st June to 14th July. Subject to AGAR being signed off by this time • To be sent to Clerk no later than 8th June. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> Review of Policies: DPC 011 & 016</p> <ul style="list-style-type: none"> • No later than the 27th of June.
July 2022	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 13th July. • Council Meeting 18th July. 7.30pm @ 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 6th July. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> Review of Policies: DPC 012 & 013 Footpath & Asset inspections to be allocated. 1st quarter budget report to be presented.</p>
August 2022	<ul style="list-style-type: none"> • Clerks Annual Leave 22/8/22 to 28/8/22 inclusive (1wk.) 	<ul style="list-style-type: none"> • Clerk 	<ul style="list-style-type: none"> • Clerk to set up “out of office” information
September 2022	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 14th Sept. • Council Meeting 19th Sept. 7.30pm @ 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 7th Sept. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> Review of Policies: DPC 017 & 019. Cllrs reports on Inspected Assets.</p>
October 2022	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 12th Oct. • Council Meeting 19th October 7.30pm @ TBC. • Items for 1st Draft Budget 2023-2024 	<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 5th Oct. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> Review of Policies: DPC 020 & 021. Cllrs to report on Footpaths inspected. 2nd Quarter Budget Report to be received.</p> <ul style="list-style-type: none"> • To be sent to the Clerk by 28th October.

November 2022	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 16th Nov. • Council Meeting 21st Nov. 7.30pm @ 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 9th Nov. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> 1st Draft Budget for 2023-24 Review of efficiency of Internal Audit. Review of Policy DPC 023</p>
December 2022	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 7th Dec. • Council Meeting 12th Dec. 7.30pm @ TBC. • Clerk Annual Leave 19/12/22 to 4/1/23 inclusive (2.5wks.) 	<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 1st Dec. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> I.C.O Renewal</p> <ul style="list-style-type: none"> • Clerk to set up “out of office” information
January 2023	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 11th January. • Council Meeting 16th Jan. 7.30pm @ TBC. • Submit Precept request 	<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 4th Jan. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> Final Draft Budget & Precept recommendation.</p> <ul style="list-style-type: none"> • To submit request as approved at PCM.
February 2023	<ul style="list-style-type: none"> • Agenda Item Deadline • Agenda to be published by 15th Feb. • Council Meeting 20th Feb. 7.30pm @ 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 the 8th Feb. • Cllrs to read agenda and supporting documents <p><u>Items on Agenda to include:</u> Review of Policy DPC 015</p>

Clerk’s Details:

Miss Alice Turner, Drewsteignton Parish Council c/o: Rowans, Kings Farm Lane, Winkleigh, EX19 8HF

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