

Hannington Parish Council 9th May 2017: Annual Cycle of Business (previously reviewed May 2015 by ‘new’ Council).

Extracts from current Standing Orders include:-

SO 2b says ‘The annual meeting of the Council shall be held on such a day in **May** as the Council may direct’ and **SO 2jiii** says review and adoption of SO and FRs plus **SO2 jiv to xii** then identifies a series of other reviews/actions. Previous Parish Councils complied with the need to ‘review’ by spreading them across the year in order to provide adequate time for proper review and discussion. This worked well for the last four years, and did not generate any criticism or comment from the Internal Auditors.

RECOMMENDATION: that this process, re-adopted by the Parish Council elected in May 2015, continues through to 2019 Elections and a new Council.

	February	April or May	September	December
Constitutional		Election of Chairman and Vice Chairman (SO 2e) Signed Declarations of Interest Review Standing Orders Set dates for year’s meetings	Review Membership of Other Bodies ie NALC, HALC and CPRE for next year	
Financial	Approve Budget for following year.	Review Financial Regulations Approve Final Accounts , sign Annual Return and other supporting papers		Agree draft Budget for following year and submit precept request .
External Scrutiny - mandatory	Interim review of progress with internal audit recommendations		Internal and External Audit Reports	
Risk Management	Risk Register - Review and Update	Review Skills Audit , especially after Elections and/ or new Clerk	Review Snow Plan Review Insurance Schedule	Issue Snow Plan
Policies	Review Complaints Procedure Review FOI and DP Procedures	Review Members Code of Conduct	Review Health and Safety Policy Review Press and Media in SOs	

At every meeting:

- Financial outturn for period against budget
- Review of planning applications
- Update on issues with roads and footpaths etc
- Health & Safety Issues/Risk Management Issues

Chris Pottinger,

Clerk, Hannington Parish Council 9th May 2017