Hannington Parish Council 21st May 2015: Annual Cycle of Business

Extracts from current Standing Orders (attached as Appendix I) include:-

SO 2b says ‘The annual meeting of the Council shall be held on such a day in May as the Council may direct’.

SO 2jiii says review and adoption of SO and FRs plus

SO2 jiv to xii then identifies a series of other reviews/actions. If these reviews and actions were all properly undertaken at a single (first) meeting, this item alone would take all of the meeting!

The previous Parish Council complied with the need to ‘review’ by spreading them across the year. This worked well for the last four years, and did not generate any criticism or comment from the Internal Auditors.

RECOMMENDATIONS:

a. that this process is adopted by the Parish Council elected in May 2015.
b. that the Parish Council continues to review the Risk Register once a year with the more detailed review of the Snow Plan taking place in September.

|          | February | April or May                                      | September                                      | December                                      |
|----------|----------|--------------------------------------------------|------------------------------------------------|
| Constitutional |         | Election of Chairman and Vice Chairman (SO 2e)  | Review Financial Regulations (due 2014 then 3 yearly) | Agree draft Budget for following year and submit precept request. |
| Financial | Approve Budget for following year. | Approve year end results and sign annual return | | |
| External Scrutiny - mandatory | Interim review of progress with internal audit recommendations | | Internal and External Audit results | |
| Risk Register | Review and Update | Review Skills Audit | Review Snow Plan | |
| Policies |         | Review and Update | Code of Conduct (2015 then 3 yearly) | |

At every meeting:

- Financial outturn for period against budget
- Review of planning applications and control sheet
- Update on issues with roads

Chris Pottinger,
Clerk, Hannington Parish Council 14th May 2015