

DRAFT Exbourne with Jacobstowe 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, alternatively please contact the Clerk ([details at end of Document](#)).

<u>Month</u>	<u>Matter</u>	<u>Responsibility</u>	<u>Actions/agenda item</u>
May 2021	- Annual Parish Council Meeting 5th May. 8.15pm via Zoom - Clerks Annual Leave: 24th to 30th May inclusive (1wk).	- Clerk & All Cllrs - Clerk	<u>Items on Agenda to include:</u> - Election of Chair and Vice-Chair. - Annual review of the following Council Documents: Policies EJPC: 001, 002, 003, 004 - Approval of Annual Insurance Cover & Asset register. - Confirmation of reps on external bodies & Annual Subscriptions. - Clerk to set out of Office Email auto-reply & send email to Cllrs prior to Leave commencing.
June 2021	- Agenda Item Deadline - Agenda published 23rd June. - Parish Council Meeting 29th June. 8.00pm @ Exbourne Village Hall.	- All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs	- To be sent to Clerk no later than 18th June. - Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> - DAAT Night landing light – review of Project. - Policies: EJPC: 011, 012 & 013 - Part II: Consideration of end of Clerks Probation.
July 2021	- Agenda Item Deadline - Agenda published 21st July. - Parish Council Meeting 27th July. 8.00pm @ Exbourne Village Hall.	- All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs	- To be sent to Clerk no later than 16th July. - Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> - I.C.O Annual Renewal - Policies: EJPC: 014, 015 & 016 - Inspections of Foot Paths and Assets.
August 2021	Clerks Annual Leave: from 2nd August to 15th August inclusive (2wks).	Clerk	Clerk to set out of Office Email auto-reply and send reminder to Cllrs prior to Leave commencing.

	• Agenda Item Deadline • Agenda published 25th Aug. • Parish Council Meeting 31st August. 8.00pm @ TBC.	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than 20th August. • Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> • Discussions with Village Hall & Playing field • Policies: EJPC 017, 018 & 019
September 2021	• Agenda Item Deadline • Agenda published 22nd Sept. • Parish Council Meeting 28th September 8.00pm @ TBC	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than 17th Sept. • Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> • Policies: EJPC 020, 021 & 022
October 2021	• Agenda Item Deadline • Agenda published 20th Oct. • Parish Council Meeting 26th October 8.00pm @ Exbourne Village Hall. • Items for Draft Budget	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than 15th Oct. • Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> • Actions arising from asset inspection.
November 2021	• Agenda Item Deadline • Agenda published 24th Nov. • Parish Council Meeting 30th November 8.00pm @ Exbourne Village Hall.	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than 19th Nov. • Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> • 1st Draft Budget for 2022-23
December 2021	• Clerks Annual Leave from 20th December to 5th January inclusive (2.5wks).	• Clerk	• Clerk to set out of Office Email auto-reply and send reminder to Cllrs prior to Leave commencing.
January 2022	• Agenda Item Deadline • Agenda published 19th Jan. • Parish Council Meeting 25th January 8.00pm @ Exbourne Village Hall. • Precept form to WDBC	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than the 14th Jan. • Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> • Final Draft Budget & Precept recommendation.
February 2022	• Agenda Item Deadline • Agenda published 16th Feb.	• All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than the 11th Feb. • Cllrs to read agenda and supporting documents

	Parish Council Meeting 22nd February 8.00pm @ Exbourne Village Hall.	Clerk & All Cllrs	<u>Items on Agenda to include:</u> - Review of effectiveness of Internal Audit - Appointment of Internal Auditor to be approved
March 2022	- Book IA inspection for report completion by April meeting - Agenda Item Deadline - Agenda published 23rd March. - Parish Council Meeting 29th March 8.00pm @ TBC. - Book Venue and Guest speaker (if any) for APM - Publish Annual Parish Meeting Agenda.	- Clerk/RFO - All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs - Clerk - Clerk	- Arrange approved IA to carry out inspection. - To be sent to Clerk no later than the 18th March. - Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> - Agree on guest speaker(s) (if any) for Annual Parish Meeting (APM) - Clerk to arrange date for Parish meeting with guest speaker (if required), Chair & Venue prior to booking. Posters to be created to advertise. - Agenda to be published with 14 clear days' notice.
April 2022	- Prepare Year End Accounts - Agenda Item Deadline - Agenda published 20th April. - Parish Council Meeting 26th April 8.00pm @ TBC.	- Clerk/RFO - All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs	- Prepare Year end accounts/AGAR. Circulate to Cllrs for approval at April meeting if possible. - To be sent to Clerk no later than 15th April. - Cllrs to read agenda and supporting documents <u>Items on Agenda to include:</u> - Annual Planner for 2022-23 - Approval of AGAR & Year-end Financial documents.
May 2022	- Agenda Item Deadline - Agenda published 25th May. - Annual Council Meeting 31st May. 8.00pm @ TBC.	- All Cllrs - Clerk & All Cllrs - Clerk & All Cllrs	- To be sent to Clerk no later than 20th May. - Cllrs to read agenda and supporting documents

Clerk' Details: Miss Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF

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