

	Snelson
January	
February	
March	Annual Parish Meeting Set Meeting Dates for next calendar year VAT Return
April	
May	Annual Meeting of the Parish Council (Elect Chair and Vice Chair) Approve Accounts and Annual Governance Statements Appoint Councillor Roles and Responsibilities Insurance Due
June	
July	Appoint Auditor Review Standing orders and Financial Regulations Conduct risk Assessment
August	
September	Personnel Meeting Tender documents for work before budget
October	
November	
December	Agree Budget Set Precept

### **Roles/ responsibilities**

Highways & Public Rights of way – John Firth & David Clarke

Notice boards and Website – Hazel Ardern

Review of Finance Regulations and Standing Orders – Janet Winrow

Risk Assessment – Janet Winrow

Personnel committee – Janet Winrow, Dave Clarke, Gordon Phillips

Annual Accounts/finance – Hazel Ardern

Over Peover Educational Foundation – Les Stanier