

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

Councillor Roles and Responsibilities

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

Notice boards and Website – Hazel Ardern

Review Financial Regulations and Standing Orders – Janet Winrow

Review Risk Assessment – Frazer Lloyd-Jones

Review Code of Conduct – Frazer Lloyd-Jones

Personnel Committee – Janet Winrow, Dave Clarke and Cliff Walsingham

Annual Accounts/Finance – Hazel Ardern

Over Peover Educational Foundation – Frazer Lloyd-Jones