



# CALENDAR OF MEETINGS 2018-19

[www.occold.onesuffolk.net](http://www.occold.onesuffolk.net)

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All Parish Council Meetings are held at the Village Hall on the first Monday of the month with the exception of May. All monthly meetings will commence at 8.00 p.m.

Additional Council Meetings may be called to consider responses to Planning Applications or to deal with other Business when the deadline is fixed and falls before the next Regular Meeting.

Committee Meetings will be called as and when required.

The AGENDA for each Parish Council Meeting will be posted on the Parish Council Notice Board on The Street opposite The Beeches, and on the Parish website not less than three working days before the Meeting.

The ANNUAL PARISH MEETING is open to All Registered Electors within Palgrave Parish and is held in May each year. The agenda for this will be posted not less than seven working days before the meeting. This meeting is an opportunity for all parishioners to express their views.

Date	Specific Business at Meeting
4 <sup>th</sup> June 2018	Submit completed Annual Return
2 <sup>nd</sup> July 2018	Ensure all relevant council business is included in the July meeting to enable councillors to take the summer break.
August 2018	The Council will meet in August if there are urgent matters to consider
10 <sup>th</sup> September 2018	Renew insurance. Note Audit result and display it
8 <sup>th</sup> October 2018	Commence Budget preparation for ensuing year
5 <sup>th</sup> November 2018	Budget prep
3 <sup>rd</sup> December 2018	Review Budget Variances. Award Recurring Grants
7 <sup>th</sup> January 2019	Finalise Budget and set Precept for ensuing year. Check procedures as an election year.
11 <sup>th</sup> February 2019	Chase any o/s debts before year end.
4 <sup>th</sup> March 2019	Award recurring grants /Review of donations Last meeting to review: Standing Orders; Financial Regulations; Internal Controls; Freedom of Information Act -Publication Schedule; Register of Assets; Risk Assessment - Assets; and Risk Assessment - Financial. Election year – advise councillors
1 <sup>st</sup> April 2019	Review Budget Variances. Make arrangements for Final Accounts, appoint Internal Auditor and review scope of their work. Confirm date and arrangements for Annual Parish Meeting. Check and prepare for elections.
13 <sup>th</sup> May 2019	ANNUAL MEETING – Appoint Chairman, Vice Chairman, RFO, Members of Committees and Representatives to other Bodies. Make arrangements to publish Annual Accounts and submit same to audit
<b>Monday 13<sup>th</sup> May 2019</b>	<b>ANNUAL PARISH MEETING for all Occold Registered Electors</b>

Signed Caroline Emeny

Dated 11<sup>th</sup> June 2018

Clerk