

GREAT GLEMHAM CALENDAR OF MEETINGS 2019-20

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All Parish Council Meetings are held at the Village Hall on a mutually agreed date, preferably a Monday if possible. All monthly meetings will commence at 7.00 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.

The AGENDA for each Parish Council Meeting will be posted on the Notice Board next to the Village Hall, 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 Great Glemham 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
2 nd September 2019	Review insurance due end September. Commence Budget preparation for ensuing year
8 th December 2019	Review any annual policies Finalise Budget and set Precept for ensuing year
10 th February 2020	Chase any o/s debts before year end. Bank Reconciliation cross check by a Councillor 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. If an Election year – advise councillors 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.
18 th May 2020	ANNUAL MEETING OF THE PARISH where all residents are invited. Followed by the Annual Parish Meeting (AGM) – Appoint Chairman, Vice Chairman, RFO, Members of working parties and Representatives to other Bodies. Make arrangements to publish Annual Accounts and submit same to audit. Note Audit result and display it. Ensure all relevant council business is included in this meeting to enable councillors to take the summer break. Bank Reconciliation cross check by a Councillor

Signed Caroline Emeny
Parish Clerk

Dated 20th August 2019