

**GISLINGHAM PARISH COUNCIL BUSINESS PLAN 2021/22**

DATE	ITEM	BUDGET
January 2021	<ul style="list-style-type: none"> <li>• Consider &amp; approve Business Plan 2021</li> <li>• Submit Precept to MSDC</li> <li>• Review training needs</li> </ul>	
February 2021	<ul style="list-style-type: none"> <li>• Appoint Internal Auditor for financial year 2020/21</li> <li>• Review training needs</li> </ul>	
March 2021	<ul style="list-style-type: none"> <li>• Consider remote (Zoom) arrangements for Annual Village Meeting</li> <li>• Consider remote (Zoom) arrangements for Annual Parish Council Meeting</li> <li>• Ask for nominations for Watson Bowl</li> <li>• Consider arrangements for Election in May</li> <li>• Consider and approve Grant/Donation requests</li> <li>• Review training needs</li> </ul>	
April 2021	<ul style="list-style-type: none"> <li>• End of Year Return VAT</li> <li>• Payroll Year End and issue P60s</li> <li>• Finalise remote (Zoom) arrangements for Annual Village Meeting</li> <li>• Finalise remote (Zoom) arrangements for Annual Parish Council Meeting</li> <li>• Debate Watson Bowl</li> <li>• Prepare for Internal and External Audit 2020/21</li> <li>• Review training needs</li> </ul>	
May 2021	<ul style="list-style-type: none"> <li>• Hold Annual Village Meeting</li> <li>• Annual Parish Council Meeting (Elect Chair)</li> <li>• Award Watson Bowl (social distancing)</li> <li>• Consider arrangements for return of face-to-face meetings</li> <li>• Consider and approve Internal Audit</li> <li>• Ensure 2018/19 external Audit Recommendations carried out on AGAR for 2019/20</li> <li>• Consider and approve bankers</li> <li>• Consider and approve Workplace Pension Scheme</li> <li>• Raise and submit invoice to GAGA Allotment Rent</li> <li>• Review training needs</li> </ul>	
June 2021	<ul style="list-style-type: none"> <li>• Submit completed AGAR part 1 and 2</li> <li>• Display notice of Audit</li> <li>• Publish Statement of Variances</li> <li>• Consider and approve Audit Plan</li> <li>• Health &amp; Safety Policy Review</li> <li>• Organise litter pick</li> <li>• PWB Loan repayment due</li> <li>• Review training needs</li> </ul>	
July 2021	<ul style="list-style-type: none"> <li>• Annual Staff Review (Clerk)</li> <li>• Consider and approve to Conduct Half Yearly Audit of Accounts</li> <li>• Review training needs</li> </ul>	
August 2021	<ul style="list-style-type: none"> <li>• Consider and approve Equality, Diversity, and Inclusion Policy</li> <li>• Consider and approve Grants &amp; Donations Policy</li> <li>• Charity Meadow Play Equipment Annual Inspection</li> <li>• Annual Staff Review (RFO)</li> <li>• Review training needs</li> </ul>	
September 2021	<ul style="list-style-type: none"> <li>• Publish Section 3 – External Auditor Report and Certificate</li> <li>• Publish Notice of Conclusion of Audit</li> </ul>	

	<ul style="list-style-type: none"> <li>• Consider and approve Disciplinary Rules</li> <li>• Consider and approve Disciplinary Policy</li> <li>• Consider and approve Grievance Procedure</li> <li>• Consider and approve Laptop &amp; Cell (Mobile) Phone Usage Policy</li> <li>• Consider and approve Sickness &amp; Absence Policy</li> <li>• Consider and approve Travel &amp; Expenses Policy</li> <li>• Consider and approve Training Policy</li> <li>• Consider and approve Insurance Renewal</li> <li>• Consider and approve Grant/Donation requests</li> <li>• Health &amp; Safety Policy Review</li> <li>• Review Training needs</li> </ul>	
October 2021	<ul style="list-style-type: none"> <li>• Consider and approve the purchase of Wreath for Remembrance Day</li> <li>• Arrangements for Remembrance Day</li> <li>• Consider and approve to Conduct Half Yearly Audit of Accounts</li> <li>• Review Training needs</li> </ul>	
November 2021	<ul style="list-style-type: none"> <li>• Consider and approve the Budget</li> <li>• Consider and approve Precept for 2022/23</li> <li>• Litter pick (7<sup>th</sup> November)</li> <li>• Review training needs</li> </ul>	
December 2021	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy Review</li> <li>• PWB loan repayment due</li> <li>• Review training needs</li> </ul>	
January 2022	<ul style="list-style-type: none"> <li>• Review and dispose of records or archive accordingly</li> <li>• Consider and approve Business Plan 2022</li> <li>• Submit Precept to MSDC</li> <li>• Consider and approve to Conduct Half Yearly Audit of Accounts</li> <li>• Review training needs</li> </ul>	
February 2022	<ul style="list-style-type: none"> <li>• Appoint Internal Auditor for financial year 2021/22</li> <li>• Ask for nominations for Watson Bowl</li> <li>• Review training needs</li> </ul>	
March 2022	<ul style="list-style-type: none"> <li>• Consider and approve arrangements for Annual Village Meeting</li> <li>• Debate Watson Bowl</li> <li>• Consider arrangements for Election in May</li> <li>• Consider and approve Financial Regulations</li> <li>• Consider and approve Standing Orders</li> <li>• Consider and approve Complaints Policy</li> <li>• Consider and approve Code of Conduct</li> <li>• Consider and approve Community Engagement Policy</li> <li>• Consider and approve Cookies Policy</li> <li>• Consider and approve Parish Publication</li> <li>• Consider and approve Transparency Code</li> <li>• Consider and approve Data Protection Policy</li> <li>• Consider and approve Risk Assessment &amp; Management Policy</li> <li>• Consider and approve Safeguarding Policy</li> <li>• Consider and approve Health &amp; Safety Policy</li> <li>• Consider and approve Privacy Policy</li> <li>• Consider and approve Internet Banking Policy</li> <li>• Consider and approve Reserves Policy</li> <li>• Consider and approve Grant/Donation requests</li> <li>• Organise Litter Pick</li> <li>• Review training needs</li> </ul>	

April 2022	<ul style="list-style-type: none"> <li>• End of Year Return VAT</li> <li>• Payroll Year End and issue P60s</li> <li>• Award Watson Bowl</li> <li>• Finalise arrangements for Annual Village Meeting</li> <li>• Prepare for Internal and External Audit 2021/22</li> <li>• Consider and approve to Conduct Half Yearly Audit of Accounts</li> <li>• Review training needs</li> </ul>	
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November 2022	<ul style="list-style-type: none"> <li>• Consider and approve the Budget</li> </ul>	

	<ul style="list-style-type: none"><li>• Consider and approve Precept for 2023/24</li><li>• Review training needs</li></ul>	
December 2022	<ul style="list-style-type: none"><li>• Health &amp; Safety Policy Review</li><li>• PWB loan repayment due</li><li>• Review training needs</li></ul>	