

Monthly Calendar of Regular Duties

Monthly	<p>Attend Full Council meeting Action payments Type minutes (draft copy on website within 7 days) Action any resolutions</p> <p>Input receipts and payments into software/spreadsheet Update budget Produce bank reconciliation Create payroll</p> <ul style="list-style-type: none">- Real time payroll submit EPS & FPS- PAYE payment due <p>Create payment list for next meeting (include only gross (including expenses) for staff on public documents)</p> <p>Create Agenda for next meeting Create supporting documents for next meeting</p> <p>Add any declarations of interest to the website</p> <p>Send Agenda and documents to Cllrs at least 3 clear days prior to the meeting. This does not include the day of posting notice of the meeting, the day of the meeting any day of a BH weekend, Sunday, Maundy Thursday and it is best practice not to include Saturday. Place agenda and documents (other than those containing confidential information) on website observing the 3 clear days' notice.</p> <p>Place agenda noticeboard observing the 3 clear days' notice. (Would suggest that you have a notice on the board showing all known meeting dates, locations and times. Signed by the Clerk and dated at the point of signing.) As part of Full Council meeting prep included Charity agenda, minutes and actions of any resolutions.</p>
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	<p>Send approved minutes for translation and add to website once returned.</p> <p><u>Committees and Working Parties</u> Check progress of projects and action any requirements Create Agenda for next meeting Create supporting documents for next meeting</p> <p>Send Agenda and documents to Committee members at least 3 clear days prior to the meeting. This does not include the day of posting notice of the meeting, the day of the meeting any day of a BH weekend, Sunday, Maundy Thursday and it is best practice not to include Saturday.</p> <p>Place agenda and documents (other than those containing confidential information) on website observing the 3 clear days' notice.</p> <p>Place agenda noticeboard observing the 3 clear days' notice. (Would suggest that you have a notice on the board showing all known meeting dates, locations and times. Signed by the Clerk and dated at the point of signing.)</p> <p>Attend meeting Write minutes Deal with matters arising in the meeting</p>
Weekly	<p>Ensure playpark and any safety checks have been carried out. Back up files. Delete or archive emails to comply with GDPR. Website update - update various pages Check progress of projects and action any requirements</p>
Daily or on working days	<p>Check emails and respond accordingly Forward emails to Cllrs as appropriate Check post and deal with accordingly Check phone messages and deal with accordingly Take any actions necessary to further Council work</p>

	Check and arrange translation as required
Month	Small Council Clerks monthly work list to action
Jan	<ul style="list-style-type: none"> - Make precept demand on Unitary Council, if not already done in December - Action quarterly VAT claim if required - Check election process if an election year - Check Unitary Council, Office Deputy Prime Minister, Communities, SLCC websites monthly for updates and changes to legislation - Check any hall bookings required for events etc

Feb	<ul style="list-style-type: none"> - Check all standing orders, financial regs, assets register are all up to date, action any updates if required for approval at the May meeting - Start Review of inventory of land and assets including buildings and office equipment - - Request if the insurance policy is required to be reviewed, get 3 quotes for insurance and present to council next month -
March	<ul style="list-style-type: none"> - Print and issue P60s after final payroll for tax year has been run - Prepare Annual return paper work - Cash book and budget for year end - Complete appraisal forms and arrange a formal interview with the council - If an election year advice councillors on procedures - Asset register review - Re-read practitioners binder - Check accounts and audit regs -

April	<ul style="list-style-type: none"> - If election year – prepare info packs for new councillors - Action quarterly VAT claim if required - Prepare year end accounts - Organise year end internal audit delivery - Set up new excel spread sheets/accounts software for accounts - Review assets condition – photograph issues and present to council -
May	<ul style="list-style-type: none"> - Check bank mandates and update - Check Audit Wales requirements for year end accounts (including supporting information) - Complete and Approve year end accounts (deadline for Council approval June 30th) - Council confirms election of chairman and vice chairman first item on the agenda - Send out forms for Cllrs Allowances (including Chairman) - In an election year, delivery by councillors of their declarations of acceptance of office - Annual Meeting agenda to go out as per requirements for full agenda - Review of delegation arrangements to committees, sub-committees, employees and other local authorities - Review of the terms of references for committees - Receipt of nominations to existing committees - Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them - Review and adoption of appropriate standing orders and financial regulations - Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities - Review of representation on or work with external bodies and arrangements for reporting back - Review policies as appropriate - Confirm SO and Financial Regulations - Review of the Council's and/or employees' memberships of other bodies - Full Council meeting follows on from Annual Meeting - Follow monthly guidance - Ensure that insurance is confirmed as renews June - - In an election year new councillor training - Ensure all Cllrs are aware of the training programme and that they can book training via the Clerk.

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May – contd.	<ul style="list-style-type: none"> - Deliver audit to internal auditor for auctioning - Check change to s137 payments calculation
June	<ul style="list-style-type: none"> - Renew insurance - Advertise for grant applications for next year so when the budget is prepared you have an idea of required monies - Ensure year end accounts are signed by 30th June or post appropriate notices if this is not possible. - Annual report due 'as soon after year end as feasible'. No legal deadline. - Check VAT return -
July	<ul style="list-style-type: none"> - Check Deadline for submitting annual account to external auditor and submit as required - Give notice of public's right to inspect the accounts - Review close down of accounts for year - If ready submit annual report for Council approval prior to translation - Ask council to agree its objectives for the year ahead so that budget preparations are easier - Start Christmas arrangements -
Aug	<ul style="list-style-type: none"> - Review records which can now be disposed of - Filing - Work on annual report it required - Review training programmed - Prepare notice to request tenders for recreational field cutting and any other quotes required for budget setting. - Pay any invoice, wages "as contractual' report at September meeting. - Check any Hall bookings

Sept	<ul style="list-style-type: none"> - When external audit completed put up notices - Ask council to agree its objectives for the year ahead so that budget preparations are easier. Repeat if necessary - - Review charges etc. Freedom of information - Update risk assessment. - Forward planning - Confirm lights with electrician and school - Work on budget, chase quotes and tenders. - Check VAT return - IRPW deadline 30th September -
Oct	<ul style="list-style-type: none"> - - Order wreaths for memorial services - Set dates for the year ahead meetings and the annual parish meeting date. Make any Hall bookings necessary. - First budget round to Cllrs -
Nov	<ul style="list-style-type: none"> - Second round of budget, agree budget and precept if possible –if not agree or at very last resort early January. - Ensure lights arrangements are in place
Dec	<p>Tidy up any outstanding matters and invoices Agree precept if still outstanding If taking leave ensure that all meeting notices etc for January are done prior to leave.</p> <p>Final tidy up and with all a Merry Christmas.</p>

Every 5 years arrange memorial safety check and Old Church

Every 5 years arrange electrical check at toilet block

Arrange at least annual meeting with grounds maintenance contractor to update contract requirements etc

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