

Merton Parish Council Annual Planner, May 2022 – January 2023.

<u>Month</u>	<u>Matter</u>	<u>Responsibility</u>	<u>Actions/agenda item</u>
May 2022	• Annual Leave 1st to 8th May • Annual Council Meeting 9th May. 7.30pm. • Publish Exercise of Public Rights Notice (by 31st May)	• Clerk • Clerk & All Cllrs • Clerk/RFO	• Set out of office notices. • Election of Chair and Vice-Chair to take place at this meeting. Completion/signing of AGAR documents. Along with review/renewal of Insurance Cover. <u>Policies for Review at meeting:</u> MPC 001 Standing Orders MPC 002 Code of Conduct MPC 003 Financial Regulations MPC 004 Scheme of Delegation • 1st June to 14th July inclusive.
June 2022	• Submission of AGAR to E.A	• Clerk/RFO	• No later than the 25th of June.
July 2022	• Agenda Items from Cllrs • Agenda published by 6th July. • Council Meeting 11th July 7.30pm.	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than <u>1st July</u> • Cllrs to read agenda and supporting documents. • Approval for Poppy Wreath and discussion on Parking Fees to be on the Agenda. <u>Policies for review at meeting:</u> MPC 009 Anti-fraud & Corruption Policy MPC 010 Confidential Reporting Policy MPC 012 Risk Management Policy
August 2022	• Purchase of Poppy Wreath • Annual Leave 22nd to 28th Aug	• Clerk • Clerk	• Clerk to arrange purchase of Wreath as approved • Clerk to set out of office notices.
September 2022	• Agenda Items from Cllrs • Agenda published by 7th Sept. • Council Meeting 12th Sept. 7.30pm.	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs	• To be sent to Clerk no later than <u>2nd September</u> • Cllrs to read agenda and supporting documents • Asset inspection reports & Clerks Appraisal. <u>Policies for review at meeting:</u> MPC 005 Complaints & Grievances Procedure MPC 006 Data Retention & Disposal policy

October 2022	• Items for Draft 2023-24 Budget • Agenda Items from Cllrs • Review salt supplies etc.	• All Cllrs • All Cllrs • Cllr Brown & Clerk	• To be submitted to Clerk no later than <u>21st October.</u> • To be sent to Clerk no later than <u>28th October</u> • Check Salt supplies and reorder as required.
November 2022	• Agenda published by 2nd Nov. • Council Meeting 14th Nov. 7.30pm.	• Clerk & All Cllrs • Clerk & All Cllrs	• Cllrs to read agenda and supporting documents • 1st Draft Budget to be presented at PCM <u>Policies for review at meeting:</u> MPC 013 Internal Financial Control Policy MPC 020 Disciplinary Procedure MPC 022 Reserves Policy
December 2022	• Clerk Annual Leave 14/12/21 to 02/01/22 (2.5 wks.)	• Clerk	• Clerk to set out of office notification on Email and send email reminder to Cllrs prior to starting Leave
January 2023	• Agenda Items from Cllrs • Agenda published by 4th Jan. • Council Meeting 9th Jan. 7.30pm. • Submit Precept request to TDC • Book Speaker & Hall for APM	• All Cllrs • Clerk & All Cllrs • Clerk & All Cllrs • Clerk/RFO • Clerk	• To be sent to Clerk no later than <u>2nd January.</u> • Cllrs to read agenda and supporting documents • To include: Final draft 2023-24 Budget & Precept recommendation, guest speaker(s) for APM Appointment of Internal Auditor. • By 26th January 2022. • Confirm date with guest speaker & Hall. Advertise.