

SILKSTONE PARISH COUNCILBUSINESS CONTINUITY CALENDAR

January	Hold Council meeting on first Monday of month Final Budget to Parish Council for approval *** Submit precept letter to BMBC - without this the Parish Council will not receive the precept which it needs to exist.	
February	Hold Council meeting on first Monday of month	
March	Hold Council meeting on first Monday of month	
April	Hold Council meeting on first Monday of month Hold Annual Parishioners Meeting End of year tasks : Payroll Pension return End of year Bank Rec & Budget Monitor Statement of Accounts details for Auditor Complete annual external audit report to include report from Internal auditor	For advice on legal requirements relating to meetings contact Yorkshire LCA 01904-436622 HMRC helpline 0845-60-70-143 South Yorkshire Pensions Authority 01226-770770 External Auditor BDO Stoy Hayward 023-8088-1700 Internal Auditor has resigned so advertising for a replacement
May	Hold Annual Council Meeting Elect chairman for forthcoming year (first item of business on Annual agenda) External Audit statement to be approved by Council and signed by Chairman Update Asset Register and forward to insurer once approved Review policies	Insurance Zurich 01243-832018 Gerri.Sutherland@zurichtogether.co.uk
June	Hold Council meeting on first Monday of month	
July	Hold Council meeting on first Monday of month	
August	Hold a Planning Working Party meeting to deal with planning applications (& sign cheques to pay invoices) since there is no Council meeting in August	
September	Hold Council meeting on first Monday of month Update Active Places Sport England data for Silkstone Recreation Ground	
October	Hold Council meeting on first Monday of month Insurance renewal is 1 October	Insurance Zurich 01243-832018 Gerri.Sutherland@zurichtogether.co.uk
November	Hold Council meeting on first Monday of month Hold Budget working party meeting	
December	Hold Council meeting on first Monday of month Budget to go to Council for discussion/amendment	