

## Drinkstone Parish Council: Clerks report – 10<sup>th</sup> Jan 22

	Required task	Completed	Meeting Date
May 21	Annual Council meeting - elections	Y	4 <sup>th</sup> May 21
	Annual review of policies	Y ish	
	Approve end of year accounts	Y	
	Internal audit	Y	
	Review asset register	Y	
June 21	Receive finds internal audit	Y	7 <sup>th</sup> Jun 21
	Apply external audit exemption – AGAR part 2	Y	
	Submit annual return	Y	
July 21	Review risk assessment and check insurance	Y	No meeting
	Annual check of play equipment	Y	
	VAT return	Y	
	Display audit for mandated public review	Y	
August 21	Updated excel finance file	Y	3 <sup>rd</sup> Aug 21
	Sort all the files out – doc retention	N	
	Holiday	Y	
September 21	Advertise half year accounts	Y	No meeting
	Prep draft budget ready for Oct meeting	Y	
October 21	Finalise budget and sign off at meeting	Y	5 <sup>th</sup> Oct 21
	Meeting calendar to be agreed	Y	
	VAT return	Y	
	Poppy wreath for memorial day	Not required	
November 21	Finalise budget and develop draft precept	Y	Extra-ordinary meeting – 1 <sup>st</sup> Nov 21
December 21	Finalise budget and agree precept	Y	6 <sup>th</sup> Dec 21
January 22	Ensure precept submitted	Y	10 <sup>th</sup> Jan 22
	VAT return		
	Check procedures for elections	n/a	
	Annual document retention review		
Feb 22	Get date for AGM sorted		Extra-ordinary meeting
	Chase debts prior to end of year		
March 22	Insurance cover review		7 <sup>th</sup> Mar 22
	Election prep for AGM		
	Prepare end of year accounts		
April 22	Finalise end of year accounts		TBC
	End of year returns for tax, NIC, and VAT		
	Prepare internal audit documents		
	Confirm arrangements for AGM		

- Other items to be completed.
  - Further letter to be sent to Mr Crack regarding the crack in the culvert
  - Bank access for Councillors
  - Claim VAT - £596.07
  - Confirm whether the Council want the Parish Annual Meeting after May meeting
  - Confirm with Mid Suffolk planners regarding changes to settlement boundary
  - Chase the football nets (not delivered).