

Clerk and Councils Calendar end 2022/2023 and all 2023 / 2024

Month	Key Event / Trigger	Action	Notes
January	Submission of Precept to CCDC?	<p>Wednesday 4th Jan: Full Council</p> <p>Wednesday 11th Jan: Community Engagement Committee; Rose Committee</p> <p>Wednesday 18th Jan: Planning and F & M Committee</p> <p>Wednesday 25th Jan: Interview for Town Clerk</p>	<p>Precept to be considered by Full Council</p> <p>Grants to be heard at F and M.</p> <p>VAT Claim to be made for October to December</p>
February	Submission of Precept to CCDC if not done Artisan Markets	<p>Wednesday 1st Feb: Full Council</p> <p>Wednesday 8th Feb: Community Engagement Committee; Rose Committee</p> <p>Saturday 11th Feb: Energy Arts Event</p> <p>Wednesday 15th Feb: Planning and F & M Committee</p> <p>Apply for March, April and May Artisan Market Street License</p>	<p>Launch of the Cooling Towers project to partners</p>
March		<p>Wednesday 1st March: Full Council</p> <p>Saturday 4th March: Artisan Market</p> <p>Wednesday 8th March: Community Engagement Committee; Rose Committee</p>	<p>Accounts to Full Council</p>

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		Wednesday 15th March: Planning and F & M Committee	
April	<p>End of Financial Year</p> <p><i><u>Period of Purdah ahead of elections</u></i></p> <p>Public Consultations</p>	<p>Saturday 1st April: Artisan Market</p> <p>Wednesday 5th April: Full Council</p> <p>Wednesday 12th April: Community Engagement Committee; Rose Committee</p> <p>Wednesday 19th April: Planning and F & M Committee</p> <p>Wednesday 26th April: Annual Parish Assembly/Community Conference</p> <p>Close down the accounts</p> <p>Appoint Internal Auditor for 2023/2024</p>	<p>VAT Claim to be made for January to March</p> <p>End of year reports to F and M</p> <p>RFO to close the accounts</p> <p>Report to go to F and M</p>
May	<p>Round of Annual Meetings</p> <p>Elections – this will affect dates of meetings</p>	<p>Thursday 4th May 2023: all 19 Cllrs up for election</p> <p>Saturday 6th May: Artisan Market coincides with Kings Coronation</p> <p>Thursday 11th May 2023: Annual Parish Council Meeting</p> <p>Thursday 11th May: Full Council</p> <p>Wednesday 17th May: Community</p>	<p>Annual Parish Assembly</p> <p>New Cllrs to take office</p> <p>Standing Orders, Risk Assessment, Financial Regs to be reviewed at Full Council</p>

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	Artisan Markets	<p>Engagement Committee; Rose Committee</p> <p>Wednesday 24th May: Planning and F & M Committee</p> <p>Apply for June, July and August Artisan Market Street Licences</p>	
June	Commencement of Audit	<p>Saturday 3rd June: Artisan Market</p> <p>Wednesday 7th June: Full Council</p> <p>8th, 9th, 10th June – Fairground at Green Lane</p> <p>Wednesday 14th June: Community Engagement Committee; Rose Committee</p> <p>Wednesday 21st June: Planning and F & M Committee</p>	Councillors to approve AGAR prior to submission. Post Notice of commencement of audit
July	Artisan Markets	<p>Saturday 1st July: Artisan Market</p> <p>Wednesday 5th July: Full Council</p> <p>Wednesday 12th July: Community Engagement Committee; Rose Committee</p> <p>Wednesday 19th July: Planning and F & M Committee</p> <p>Apply for September, October and November Artisan Market Street Licence</p>	VAT Claim to be made for April to June

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	Artisan Markets	Apply for November, December and February Artisan Market Street Licence.	
November	Christmas Light Switch On Public Consultations	<p>Wednesday 1st Nov: Full Council</p> <p>Saturday 4th Nov: Artisan Market</p> <p>Wednesday 8th Nov: Community Engagement Committee; Rose Committee</p> <p>Sunday 12th Nov: Remembrance Parade</p> <p>Wednesday 15th Nov: Planning and F & M Committee</p> <p>Friday 24th Nov: Christmas light Switch On event</p>	
December	Small Grant Scheme and Urban Greening Grant Scheme deadlines Staff Appraisals to be undertaken	<p>Saturday 2nd Dec??: Artisan Market (decide if this will still go ahead re Xmas market week before)</p> <p>Monday 4th – Sunday 10th Dec: Pantomime</p> <p>Wednesday 6th Dec: Full Council</p> <p>Wednesday 13th Dec: Community Engagement Committee; Rose Committee</p> <p>Wednesday 20th Dec: Planning and F & M Committee</p>	<p>Accounts to Full Council</p> <p>Precept to be confirmed at F and M</p> <p>31st Dec Grant Applications to be in</p>

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January	<p>Meeting dates may change as very early in New Year.</p> <p>Submission of Precept to CCDC</p>	<p>Wednesday 3rd or 10th Jan: Full Council</p> <p>Wednesday 10th or 17th Jan: Community Engagement Committee; Rose Committee</p> <p>Wednesday 17th or 24th Jan: Planning and F & M Committee</p>	<p>Precept to be approved by Full Council</p> <p>Grants to be heard at F and M. Report Appraisals to F and M to inform Budget</p> <p>VAT Claim to be made for October to December</p>
February	<p>Artisan Markets</p>	<p>Wednesday 7th Feb: Full Council</p> <p>Wednesday 14th Feb: Community Engagement Committee; Rose Committee</p> <p>Wednesday 21st Feb: Planning and F & M Committee</p> <p>Apply for March, April and May Artisan Market Street License</p>	
March		<p>Saturday 2nd March: Artisan Market</p> <p>Wednesday 6th March: Full Council</p> <p>Wednesday 13th March: Community Engagement Committee; Rose Committee</p> <p>Wednesday 20th March: Planning and F & M Committee</p>	<p>Accounts to Full Council</p>