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

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

Clerk and Councils Calendar end 2022/2023 and all 2023 / 2024 $\,$

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

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

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

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

August		Saturday 5 th August: Artisan Market	
	Transparency Code	Ensure all documentation on website correct and refreshed where necessary	Update Website
September	End of Inspection of Accounts	Saturday 2 nd Sept: Artisan Market Wednesday 6 th Sept: Full Council Wednesday 13 th Sept: Community Engagement Committee; Rose Committee	AGAR to Full Council for confirmation of auditors comments Meet with internal Auditor
		Wednesday 20 th Sept: Planning and F & M Committee Notice of Conclusion of Audit and Annual return	Begin working on precept
	Public Events in town	Apply for Street Licencing and Road Closure for Christmas and Remembrance Sunday.	
October	Precept Preparation	Wednesday 4 th Oct: Full Council Saturday 7 th Oct: Artisan Market Wednesday 11 th Oct: Community Engagement Committee; Rose Committee Wednesday 18 th Oct: Planning and F & M Committee	VAT Claim to be made for July and September
	Public Consultation	Community Conference	

Clerk and Councils Calendar end 2022/2023 and all 2023 / 2024 $\,$

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

Clerk and Councils Calendar end 2022/2023 and all 2023 / 2024 $\,$

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