

Calendar 2016

Ivychurch Parish Council

Meeting Dates / Deadlines / Reminders:

January	
	Notify SDC of Precept (Chairman)
21 st	Parish Council Meeting
Notes	
February	
6 th	Village Hall Insurance Renewal Date
18 th	Parish Council Meeting
Notes	
March	
	Documentation from PKF Littlejohn for Annual Return
9 th	Publish Agenda for Annual Parish Meeting (Clerk)
17 th	Annual Parish Meeting (Public Meeting)
31 st	Financial Year Ends
Notes	
April	
21 st	Parish Council Meeting
Notes	
May	
19 th	Annual Meeting of Council – election of Chair / Vice-Chair - before any business items, new Councillors must provide Clerk with signed declaration of acceptance of office - first business item must be to elect Chairman / Vice-Chairman (election of Councillors takes place every four years or as a vacancy arises)
29 th	Power contract expires
Notes	

Calendar 2016

Ivychurch Parish Council

June	
13 th	Deadline for submitting Annual Return to PKFL
16 th	Parish Council Meeting
Notes	
July	
21 st	Parish Council Meeting
Notes	
August	
18 th	Parish Council Meeting
Notes	
September	
15 th	Parish Council Meeting – order winter grit if needed – and do we have sufficient bins to store?
Notes	
October	
20 th	Parish Council Meeting
Notes	
November	
17 th	Parish Council Meeting - agree next year's Precept
Notes	
December	
Notes	

Calendar 2016

Ivychurch Parish Council

	Other items requiring diarising on a periodic basis
Every 4 years 2016 / 2020	<p>Electrical Testing <i>NIC / EIC electrical condition report (cost approx £250)</i></p>
Annually	<p>Electrical PAT testing <i>The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (ie they don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually).</i> <i>There is no legal requirement to label equipment that has been inspected or tested, nor is there a requirement to keep records of these activities. However, a record and / or labelling can be a useful management tool for monitoring and reviewing the effectiveness of the maintenance scheme – and to demonstrate that a scheme exists.</i></p>
3 years from Feb2016	<p>Renewal of Village Hall Insurance <i>Cover taken out 6/2/2016 on 3yr basis</i></p>