



Annual Schedule of Business 2020/21

Month	Development and GP	Amenities	Resources	Full Council
Jun 2020		RoSPA Inspection Reports Quotations for Spring Bedding Plants	Insurance renewal – normally three year contract Capital Plan Review	Review of Employees Handbook
Jul 2020			Quarterly Bank Reconciliation (2) Staff PDRs	Outstanding Actions from previous year review Review of Standing Orders Civic Reception 2021 & Chairman's Charity August Recess Panel
Sep 2020	Air Quality in Syston Christmas Event Committee update (if going ahead) Christmas lights arrangements Remembrance Parade 2020		Treasury Management Report	
Oct 2020	Draft Budget for 2021/22	Draft Budget for 2021/22	External Audit Report 2020/21	

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(not including regular items)
Annual Meeting of the Council June 2020



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	Quotations for hanging basket plants 2020 (three year contract 2018 -2020)-run onto 2021 due to cancellation of 2020		Draft Budget for 2021/22 Quarterly Bank Reconciliation (3)	
Nov 2020	Draft Budget for 2021/22	Draft Budget for 2021/22 Machinery Maintenance Cemetery Cover over Festive period 2020/21	Draft Budget for 2021/22 Rolling Three Year Capital Plan Review Council Office Festive opening hours 2020/21	
Dec 2020	Final Draft Budget for 2021/22 Review of Remembrance Parade 2020 Christmas Event Committee Review	Final Draft Budget for 2021/22 Review of Amenities Charges Quotations for Summer bedding plants	Final Draft Budget for 2021/22 Precept to be submitted to CBC for 2021/22 Review of Community Centre Charges	Approval of Draft Budget for 2021/22 Precept to be submitted to CBC for 2021/22
Jan 2021	Review of Christmas Lights		Quarterly Bank Reconciliation (4)	Christmas Event Review
Feb 2021			Internal Controls Audit	

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			Risk Assessment of Financial Matters Health & Safety Audit Fire Risk Assessment Report	
Mar 2021		S106 Monies Review East Midlands in Bloom Entry 2021	Internal Audit for 2020/21	Review of Financial Regulations Staff Salary Review Business Plan and Strategy Review
Apr 2021	Review of Community Emergency Plan	Quotations for Fertilisers	End of Year Bank Reconciliation Annual Audit Timetable for year 2020/21 Budget Analysis 2020/21	
May 2021			Annual Report of Internal Auditor 2020/21 To approve Annual Governance Statement 2020/21 To approve 2020/21 Accounts and Annual Return	To approve Annual Governance Statement 2020/21 To approve 2020/21 Accounts and Annual Return Annual Town Meeting Annual Meeting of STC

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				Annual Report of the Council Annual Report from the Chair Committee Chairs Annual Reports Meeting Dates 2021/22 Annual Schedule of Business 2021/22 Councillor Attendance 2021/22 Re-affirmation of General Power of Competence (only after election)

Policies and Procedures will be reviewed throughout the year where required.

Contracts due for Renewal

Telephone contract: due for renewal on tbc

HR contract: due for renewal 15/11/2020

Photocopier contract: due for renewal on 28/12/2020

Insurance contract: due for renewal on 1 April 2023

Working on three months' notice

Town Manager

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