

Annual Schedule of Business 2021/22 Item 16



Month	Development and GP	Amenities	Resources	Full Council
Jun 2021		RoSPA Inspection Reports Quotations for Spring Bedding Plants	Insurance renewal – normally three year contract Capital Plan Review	Review of Employees Handbook?
Jul 2021			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 2021	Air Quality in Syston Christmas Event Committee update (if going ahead) Christmas lights arrangements Remembrance Parade 2021		Treasury Management Report	

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Oct 2021	Draft Budget for 2022/23 Quotations for hanging basket plants 2021 (three year contract 2018 -2020)-run onto 2021 due to cancellation of 2020	Draft Budget for 2022/23	External Audit Report 2021/22 Draft Budget for 2022/23 Quarterly Bank Reconciliation (3)	
Nov 2021	Draft Budget for 2022/23	Draft Budget for 2022/23 Machinery Maintenance Cemeteries Cover over Festive period 2021/22	Draft Budget for 2022/23 Rolling Three Year Capital Plan Review Council Office Festive opening hours 2021/22	
Dec 2021	Final Draft Budget for 2022/23 Review of Remembrance Parade 2021 Christmas Event Committee Review	Final Draft Budget for 2022/23 Review of Amenities Charges Quotations for Summer bedding plants	Final Draft Budget for 2021/22 Precept to be submitted to CBC for 2022/23 Review of Community Centre Charges	Approval of Draft Budget for 2021/22 Precept to be submitted to CBC for 2022/23
Jan 2022	Review of Christmas Lights		Quarterly Bank Reconciliation (4)	Christmas Event Review
Feb 2022				

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			Internal Controls Audit ?? Risk Assessment of Financial Matters Health & Safety Audit Fire Risk Assessment Report	
Mar 2022		S106 Monies Review East Midlands in Bloom Entry 2022	Internal Audit for 2022/23	Review of Financial Regulations Staff Salary Review Business Plan and Strategy Review
Apr 2022	Review of Community Emergency Plan	Quotations for Fertilisers	End of Year Bank Reconciliation Annual Audit Timetable for year 2022/23 Budget Analysis 2022/23	
May 2022			Annual Report of Internal Auditor 2022/23	To approve Annual Governance Statement 2022/23

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			To approve Annual Governance Statement 2022/23 To approve 2022/23 Accounts and Annual Return	To approve 2022/23 Accounts and Annual Return Annual Town Meeting Annual Meeting of STC Annual Report of the Council Annual Report from the Chair Committee Chairs Annual Reports Meeting Dates 2022/23 Annual Schedule of Business 2022/23 Councillor Attendance 2022/23 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

Photocopier contract: due for renewal on

Insurance contract: due for renewal on 1 April 2023

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 (not including regular items)
 Annual Meeting of the Council May 2021

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Working on three months' notice

Town Manager