



## Annual Schedule of Business 2022/23

## Item 17

Month	Development and GP	Amenities	Resources	Full Council
<b>Jun 2022</b>		RoSPA Inspection Reports	Capital Plan Review	Review of Employees Handbook?  Outstanding Actions from previous year review  Review of Standing Orders
<b>Jul 2022</b>		Football pitch hire charges review  Sports Pavilion arrangements	Quarterly Bank Reconciliation (2)	Civic Reception 2021 & Chairman's nominated charity for 2022/23  August Recess Panel
<b>Sep 2022</b>	Air Quality in Syston  Christmas Fayre update  Christmas lights arrangements  Remembrance Parade 2022		Treasury Management Report  Staff PDRs  Room hire charges review  Staff Salary Review	



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<b>Oct 2022</b>	Draft Budget for 2023/24  Quotations for hanging basket plants (three year contract up to 2024 in place). New contract for approval from 2024 until 2026	Draft Budget for 2022/23	External Audit Report 2022/23  Draft Budget for 2023/24  Quarterly Bank Reconciliation (3)	
<b>Nov 2022</b>	Draft Budget for 2023/24	Draft Budget for 2023/24  Machinery Maintenance  Cemeteries Cover over Festive period 2022/23	Draft Budget for 2023/24  Rolling Three Year Capital Plan Review  Council Office Festive opening hours 2022/23	
<b>Dec 2022</b>	Final Draft Budget for 2023/34  Review of Remembrance Parade 2022  Christmas Fayre Review	Final Draft Budget for 2023/24  Quotations for Summer bedding plants	Final Draft Budget for 2023/24  Precept to be submitted to CBC for 2023/24	Approval of Draft Budget for 2023/24  Precept to be submitted to CBC for 2023/24
<b>Jan 2023</b>	Review of Christmas Lights		Quarterly Bank Reconciliation (4)	



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			Insurance renewal – normally three-year contract renewal due April 2023	
<b>Feb 2023</b>			Internal Controls Audit Risk Assessment of Financial Matters Health & Safety Audit Fire Risk Assessment Report	
<b>Mar 2023</b>		S106 Monies Review East Midlands in Bloom Entry 2023	Internal Audit for 2022/23	Review of Financial Regulations  Business Plan and Strategy Review
<b>Apr 2023</b>	Review of Community Emergency Plan	Quotations for Fertilisers	End of Year Bank Reconciliation  Annual Audit Timetable for year 2022/23  Budget Analysis 2022/23	

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(not including regular items)  
Annual Meeting of the Council May 2022



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<b>May 2023</b>		Quotations for Spring Bedding Plants	Annual Report of Internal Auditor 2022/23  To approve Annual Governance Statement 2022/23  To approve 2022/23 Accounts and Annual Return	To approve Annual Governance Statement 2022/23  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 2023/24 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 December 2025

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HR contract: due for renewal November 2025

Photocopier contract: due for renewal December 2025

Insurance contract: due for renewal on 1 April 2023

Working on three months' notice

Town Manager