

Annual Calendar of events for Peover Superior Parish Council

Month	Tasks
January	Set Meeting Dates for next financial year
February	Submit VAT Return
March	Footpaths. Tree Inspections
April	Approve Accounts and Annual Governance Statements. Newsletter items
May	Annual Parish Meeting Annual Meeting of the Parish Council (Elect Chair and Vice Chair). Appoint Councillor Roles and Responsibilities. Assets Inventory. Insurance Due. Update on Parish Field Inspection Report. Section 106 Funds
June	Appoint Auditor
July	Review: Standing Orders Financial Regulations Code of Conduct Risk Assessment
August	
September	Newsletter items. Tender documents for work before budget. Remembrance Wreath.
October	Personnel Meeting and Annual salary review. War Memorial clean. *Parish Field Inspection Report.
November	Agree Budget and Precept. Order Christmas Tree.
December	Submit Precept to CEC. Erect and decorate Christmas tree.

Roles and Responsibilities of Parish Councillors

- Communication - **All**
 - Website
 - Newsletter
 - Distribution of Newsletter
 - Notice boards
- Annual Audit and Financial Regulations – **Cathryn Ruddock**
- Planning – **All**
- Planning Pre-Design Committee – **Kathy Doyle, Phil Welch and John Hehir**
- Risk Assessment – **Phil Welch**
- Review Standing Orders – **Kathy Doyle**
- Review Code of Conduct – **Cathryn Ruddock**
- Highways – **John Hehir and Dave Clarke**
- Public Rights of Way – **Cathryn Ruddock, Phil Welch, Sam Gunter and Kathy Doyle**
- Peover Educational Foundation – **John Hehir**
- War Memorial and Remembrance – **David Clarke**
- Personnel Committee – **Kathy Doyle, Katy McAinsh and David Clarke**
- Christmas Tree – **Phil Welch**
- Village Hall Representatives – **David Clarke and John Hehir**
- Barclays Liaison – **Kathy Doyle and Vicki Irlam**

**Note: Parish Field deeds held by Weightmans Solicitors in Liverpool*