

Annual Calendar of events for Peover Superior and Snelson 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. Review Parish Field Inspection report.
May	Annual Parish Meeting. Annual Meeting of the Parish Council (Elect Chair and Vice Chair). Appoint Councillor Roles and Responsibilities. Insurance Due. Update on Parish Field Inspection Report. Section 106 Funds.
June	Appoint Auditor. Appoint Councillor Roles and Responsibilities. Assets Inventory.
July	Review: Standing Orders Financial Regulations 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.
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 – Frazer Lloyd-Jones, Phil Welch and John Hehir**
- **Risk Assessment – Phil Welch**
- **Review Standing Orders – Janet Winrow**
- **Review Financial Regulations – Cathryn Ruddock**
- **Highways – John Hehir and Cliff Walsingham**
- **Public Rights of Way – Cathryn Ruddock, Phil Welch, Sam Gunter, Cliff Walsingham, Hazel Ardern and Janet Winrow**
- **Peover Educational Foundation – John Hehir, Frazer Lloyd-Jones and Ward Councillor**
- **War Memorial and Remembrance – (Ex-ClIr) David Clarke**
- **Personnel Committee – Phil Welch, Cliff Walsingham and Stephanie Benson**
- **Christmas Tree – Phil Welch**
- **Village Hall Representatives – Supritha Rao and John Hehir**
- **Barclays Liaison – Sam Gunter and Vicki Irlam**
- **Barclays Bank Account signatories – Phil Welch, Cathryn Ruddock, Hazel Ardern and Clerk**
- **Police – Hazel Ardern**