

5 YEAR POLICY/PROCEDURE PLAN
Revision 1.11 Date 07.03.2021

Item Number	Policy/Procedure	Review Period	Revision	Year	Year	Year	Year	Year
	Not Adopted to Date			2021	2022	2023	2024	2025
1	Approval of Budget for forthcoming Financial Year	Annually	Not Applicable	Jan	Jan	Jan	Jan	Jan
2	Issue Q3 Financial Report to LPC	Quarterly	Not Applicable	Jan	Jan	Jan	Jan	Jan
3	Health & Safety Plan - Review	Bi Annually	Rev 1.0	Jan		Jan		Jan
4	Record of Interests	Bi Annually	Not Applicable	Jan		Jan		Jan
5	Standing Orders Review	Bi Annually	Rev 1.1		Jan		Jan	
6	Publish Precept Notice	Annually	Not Applicable	Jan	Jan	Jan	Jan	Jan
7	Data & Document Retention/Archive	Tri Annually	Rev 1.0	Feb			Feb	
8	Code of Conduct Review	Bi Annually	Rev 1.1		Feb		Feb	
9	Financial Regulations Review	Annually	Rev 1.0	Mar	Mar	Mar	Mar	Mar
10	Financial Risk Register Review	Annually	Rev 1.3	Mar	Mar	Mar	Mar	Mar
11	Prepare Year End Accounts (Q1 - Q4)	Annually	Not Applicable	Apr	Apr	Apr	Apr	Apr
12	Submit End Accounts (AGAR)	Annually	Not Applicable	May	May	May	May	May
13	Reclaim VAT	Annually	Not Applicable	May	May	May	May	May
14	Hold Annual Parish Meeting	Annually	Not Applicable	May	May	May	May	May
15	Hold Annual Parish Council Meeting	Annually	Not Applicable	May	May	May	May	May
16	Scheme of Publication	Bi Annually	Rev 1.0	June		June		June
17	Transparency Code Review	Bi Annually	Rev 1.0	June		June		June
18	Issue Q1 Financial Report to LPC	Quarterly	Not Applicable	Jul	Jul	Jul	Jul	Jul
19	Asset Register Review	Bi Annually	Rev 1.2		Jul		Jul	
20	Asset Risk Register Review	Bi Annually	Rev 1.2		Jul		Jul	
21	Equal Opportunity Review	Bi Annually	Rev 1.0	Sept		Sept		Sept
22	Grants & Donation Policy	Bi Annually	Rev 1.0	Sept		Sept		Sept
23	Emergency Plan	Annually	Rev 2.0	Oct	Oct	Oct	Oct	Oct
24	Issue Q2 Financial Report to LPC	Quarterly	Not Applicable	Oct	Oct	Oct	Oct	Oct
25	Publish Meeting Dates for forthcoming Year	Annually	Not Applicable	Nov	Nov	Nov	Nov	Nov
26	Present Draft Budget for forthcoming Year	Annually	Not Applicable	Nov	Nov	Nov	Nov	Nov
27	Issue Draft Precept to LPC	Annually	Not Applicable	Nov	Nov	Nov	Nov	Nov
28	Agree Precept Demand in December Meeting	Annually	Not Applicable	Dec	Dec	Dec	Dec	Dec
29	Make Precept Demand to ERYC	Annually	Not Applicable	Dec	Dec	Dec	Dec	Dec