

LOCKINGTON PARISH COUNCIL

5 YEAR POLICY/PROCEDURE PLAN

Revision 1.48 Date 4.6.2024

Completed

Item Number	Policy/Procedure	Review Period	Revision	PC Reviewer	Year	Year	Year	Year	Year
Procedures					2021	2022	2023	2024	2025
	Issue Q3 Financial Report to LPC	Quarterly	Not Applicable	Not Applicable	Jan	Jan	Jan	Jan	Jan
1	Health & Safety Plan	Biennial	Rev 1.1	AH	Jan		Jan		Jan
	Declaration of Acceptance of Office	As required	Not Applicable	Not Applicable					
	Publish Precept Notice - Jan Meeting Approval	Annually	Not Applicable	Not Applicable	Jan	Jan	Jan	Jan	Jan
2	Data & Document Retention/Archive	Triennial	Rev 1.3	Clerk	Feb			Feb	
3	Code of Conduct (Updated ERYC Nov 21)	Biennial	Rev 1.0	JW		Feb			Feb
	Prepare Year End Accounts (Q1 - Q4)	Annually	Not Applicable	Not Applicable	Apr	Apr	Apr	Apr	Apr
	Internal Audit	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Submit Year End Accounts (AGAR)	Annually	Not Applicable	Not Applicable	May	May	May	May	May
4	Standing Orders	Biennial	Rev 1.7	Clerk		May		May	
5	Financial Regulations/Financial Risk Assessment	Annually	Rev 1.5	AH	Mar	May	May	May	May
	Annual Insurance Review	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Reclaim VAT	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Register of Interests Update	Annually	Not Applicable	Not Applicable	May	May	May	May	May
	Hold Annual Parish Meeting	Annually	Not Applicable	Not Applicable	June	May	May	May	May
	Hold Annual Parish Council Meeting	Annually	Not Applicable	Not Applicable	June	May	May	May	May
6	Scheme of Publication	Biennial	Rev 1.0	Clerk		June		June	
7	Transparency Code	Biennial	Rev 1.0	DrAH		June		June	
	Issue Q1 Financial Report to LPC	Quarterly	Not Applicable	Not Applicable	Jul	Jul	Jul	Jul	Jul
8	Asset Register/Asset Risk Assessments/Asset Audit	Biennial	Rev 1.7	JR		Jul		Jul	
9	Equal Opportunity Review	Triennial	Rev 1.0	Clerk	Sept			Sept	
10	Grants & Donation Policy	Biennial	Rev 1.2	IJ		Sept		Sept	
11	Emergency Plan Review	Biennial	Rev 2.3	JM	Oct		Oct		Oct
	Issue Q2 Financial Report to LPC	Quarterly	Not Applicable	Not Applicable	Oct	Oct	Oct	Oct	Oct
	Publish Meeting Dates for forthcoming Year	Annually	Not Applicable	Not Applicable	Nov	Nov	Nov	Nov	Nov
	Present Draft Budget for forthcoming Year	Annually	Not Applicable	Not Applicable	Nov	Nov	Nov	Nov	Nov
	Approve Budget for forthcoming Financial Year	Annually	Not Applicable	Not Applicable	Nov	Nov	Nov	Nov	Nov
	Issue Draft Precept to LPC	Annually	Not Applicable	Not Applicable	Dec	Dec	Dec	Dec	Dec
	Agree Precept Demand in December Meeting	Annually	Not Applicable	Not Applicable	Dec	Dec	Dec	Dec	Dec
	Make Precept Demand to ERYC	Annually	Not Applicable	Not Applicable	Dec	Dec	Dec	Dec	Dec

Issued by: Gareth Rees  
 Clerk to Lockington Parish Council  
 Email: [lpcclerk@outlook.com](mailto:lpcclerk@outlook.com)  
 Mobile: 07768233352