



ELSENHAM PARISH COUNCIL

Annual Parish Calendar

Description	Duration	Committee	Initiate by	Send invites to tender by	Deadline for return	Approve by PC
Grass cutting tender	1 April - 31 March	Finance	Mid Nov	End Dec	End Jan	Mar
Playing field maintenance tender	1 April - 31 March	Playing Field (and EYFC)	Early Dec	Mid Dec	Mid Jan	Mar
EYFC share of maintenance	1 April - 31 March	Finance	End Jan			Mar
Appoint auditor	1 April - 31 March	Finance	End Jan			Mar
Flowerbeds tender	1 May - 30 April	Flowerbeds	Early Feb	Mid Feb	Mid Mar	Apr
Claim playing field grant	1 April - 31 March	Playing Field / Finance	End Feb			Report in Apr
Review policies and controls	One off	Finance	Mid Mar			Report in Apr
Turn on water	One off	Allotments	31 March			N/A
Review insurance	1 June - 31 May	Finance	Early Apr			Report in May
Approval of accounts	1 April - 31 March	Finance	End Apr			May
AGAR Stage 1	1 April - 31 March	Finance	End Apr			Jun (30 Jun website)

AGAR Stage 2 (External)	1 April - 31 March	Finance	End Apr			Sep (30 Sep website)
Charge for allotments	1 Oct - 30 Sept	Allotments	Late July	Late Aug, prepare notices	16 Sep, send invoices	Aug
Set precept	1 April - 31 March	Finance	Early Sep	To committees early Sep	End Nov, claim to Finance	Jan
Hedge cutting tender	Dec /Jan, one off	EROWOS	Mid Oct	End Oct	End Nov	Dec / Jan
Turn off water	One off	Allotments	31 Oct			N/A
Review salaries	1 April - 31 March	Finance	Dec			Jan

Notes

1. The table is intended to include all those actions which need to be taken annually. It includes both going out to tender and other actions.
2. The most important date is usually **Approve by PC**. The other dates are found by working backwards from there.
3. It is the responsibility of chairs of committees, in conjunction with the Clerk, to ensure that the **Initiate by** date is accurate and that meetings are held before that date for their committees. Even where committees meet regularly, the **Initiate by** date is often earlier than might be expected.
4. It is assumed that the tendering process is under the control of the relevant committee, which is responsible for preparing the tender documents.
5. With regard to the grass cutting tender, extra time has been allowed between **Initiate by** and **Send invites to tender by** as it is assumed that there might be a need for the tender documents to be approved by the PC (at the December meeting).
6. It is assumed regarding the other tenders that it will not be necessary for the PC to approve the tender documents before tenders are sought.
7. It is assumed that committees will not wish to consider tenders before they are referred to the PC. Otherwise extra time should be allowed.
8. It is assumed that prospective tenderers are given a month in which to respond.
9. With regard to set precept, it has to be borne in mind that some committees meet infrequently. The **Initiate by** date of early September allows for a quarterly meeting before the deadline of the end of November. Finance Committee then has December for consideration.

10. All committees except Finance should be asked to make their bids for inclusion in the precept. For the record, these are:

Allotments
Climate Change & Environment
Communication
Community Centre
EROWOS
Flowerbeds
Planning
Playing Field