



BUCKDEN PARISH COUNCIL ANNUAL PLAN

2026.27.v1

Month	Action	Responsible individual or group
April	Preparation for Annual Parish Assembly <i>(to be held between 1 Apr and 1 Jun each year)</i> Review PC Assets List (for insurance purpose) Grant applications (approved in Nov previous Financial year) to be paid early in April To review and approve: - Litter picking Risk Assessment - Daily Risk Assessment (recently updated after the Appraisal, handymen Nigel suggested added in) - Risk Assessment Billy Goat - Grass cutting and Strimmer - Shredder - H&S - Lone Working Policy	Chair and Clerk Clerk BPC VMC
May	Annual Return - to prepare PC Accounts and Annual Governance and Accountability Return (AGAR) for Jun consideration - approval Confirm/ Approve BPC Assets Confirm Meeting dates for the year + Assembly date Annual Parish Council meeting - Election of chair/ Vice chair and appoint Cllr roles and responsibilities (AG and Committees), Chair to sign acceptance of office form Annual check of Declaration of Interests To review ToR Renew BPC Insurance by 31 May	RFO and BPC Clerk and Chair Clerk and Chair, All BPC members Chair and Clerk Clerk, all Councillors All Advisory Groups Chair of Compliance Clerk Clerk and Village Maintenance Committee

	Review: • Standing Orders including Dispensation Form and Code of Conduct • Financial Regulations And list all other docs with the title 'nothing to review' including Publication Scheme - confirm Policy List and Annual Plan Clerk to check the receipt of P60 for all PC employees Hold Annual Assembly	BPC Clerk Clerk BPC
June	Appoint Internal Auditor for the following year	Full PC
July	All meetings of Advisory groups to confirm Chairs and revised ToR. Submit to Clerk and Chair of Compliance AG Annual Rights of Way Survey - different times throughout the year Confirm Annual Tree check with HDC	All Councillors Chairs of Advisory groups GI & Biodiversity group
August	No Council meetings in Aug	Chair Vice Chair and all councillors
September	Receive Grant Applications Review Allotment Rent Reporting on External Audit completion Check the Hunts End Tree and the lights – electrician and handymen – prep for Christmas Lights switch with contractor Ask the handymen to check each salt bin currently in place, and updating you on what they find e.g. 25%, 50%, 75% or 100% full.	RFO and Chair of Finance group Allotments group The Clerk Staffing Group/ Clerk Clerk/ Asst Clerk
October	Budget planning meeting Operational Planning meeting, to review last year's targets and set targets for following year linked to budget Allotment Invoices to go out	Finance and Compliance AG Asst Clerk

November	Present draft budget and precept to Council Prepare Operational Plan for approval at January's PC - Financial Analysis to HDC for Precept over 140K Review and agree recommendations for grant applications for money from BPC	Chair of Advisory group CAG, Clerk and Ast Clerk Finance chair & the Clerk BPC and Finance
December	Submission of the Precept to HDC Review Criteria for selection of projects for CIL funds Submit CIL report for the previous financial year	RFO Clerk Finance AG Clerk
January	Arrange for Christmas Lights to be taken down Accident monitoring (annual) Risk Management Review – for presentation and approval at March BPC	Clerk/Asst Clerk The Clerk Chair and Vice Chair and all councillors
February	Christmas lights arrangements Review Road Pavement Survey Review website Review Risk Register / Management Plan for the next Financial Year Ride on mower insurance cover renewal – by midnight the 12th Feb each year Update Training records	VMC Highways and Sustainable transport group Assistant Clerk and if required Digital AG Finance Group, CAG, all Chairs of all Groups and PC Clerk Clerk
March	Annual Appraisals / salary review – Clerk's to be done 1st, then all the staff	Chair and the Clerk

	Review of Pension contribution Prepare for Annual Parish meeting / Assembly (between 1 Mar to 1 Jun) Approval of Annual Risk Assessment and Management to PC Annual Play Area Risk Assessment by 31 Mar to include Zip wire and Bouldering Wall Annual Policy Check To Review: 1) Financial Risk Policy 2) Reserve's Policy To Review: The approval of the use of BACS shall be renewed by resolution of the council at least every two years. The approval of the use of a banker's direct debits reviewed by the council annually Cloud Next Renewal (DD from the PC corporate credit card) - <i>Cloud Next site it seems they only take credit or debit cards.</i> Review grounds staff Task Schedule Renew HDC Tree contract – Aril / May	Finance Chair Chair of BPC and Clerk BPC Clerk/Asst Clerk and VMC RFO and Chair of Finance Advisory group BPC Automated DD 16th March, <i>need to make sure there are sufficient funds in corporate card</i> VMC Green infra/ Clerk
	Checks required but not an annual basis: • Quarterly verification of BPC accounts by nominated Councillor • Memorials Risk Assessment (Churchyard & Cemetery) • Quarterly allotment checks • Weekly Defibrillator checks by ground staff • Weekly Play Area equipment checks by ground staff	