April	May	June	July	August	Sept.	Oct.	November	Dec.	January	February	March
Approve int. auditor for accounts Prepare end of year accounts	Review Insurance	Accounts with internal auditor	Send accounts to external auditor		Publish accounts	Prepare half yearly budget review/ submit to council for approval	Prepare next year draft budget/ submit to council for approval	Approve precept for next year	Confirm precept with SKDC		
Prepare review of Policies	Hold APM and APCM. Set meeting dates for yr.		Annual play inspection							Set date/ detail for Annual meeting	Annual renewal of LALC membership
	SKDC Big clean	Bus shelter cleaning			Bus shelter cleaning	Bench cleaning / oiling		Bus shelter cleaning			Bus shelter cleaning
	2023 PC elections					2024 – check sycamore trees for inspection	2022 – Trim of playground trees				Finalise grass cutting contract
Clerk's appraisal	Review Clerk's salary										