



## Annual Schedule of Business 2019/20

Month	Development and GP	Amenities	Resources	Full Council
<b>Jun 2019</b>		RoSPA Inspection Reports  Quotations for Spring Bedding Plants	Insurance renewal – normally three year contract	Outstanding Actions from previous year review  Review of Standing Orders  Review of Employees Handbook  Civic Reception 2020 Chairman's Charity
<b>Jul 2019</b>			Quarterly Bank Reconciliation (2)	August Emergency Panel
<b>Sep 2019</b>	Air Quality in Syston  Christmas Event Committee update  Christmas lights arrangements  Remembrance Parade 2019		Treasury Management Report	
<b>Oct 2019</b>	Draft Budget for 2020/21  Quotations for hanging basket plants 2019 (three year contract 2018 -2020)	Draft Budget for 2020/21	External Audit Report 2018/19  Draft Budget for 2020/21  Quarterly Bank Reconciliation (3)	
<b>Nov 2019</b>	Draft Budget for 2020/21	Draft Budget for 2020/21	Draft Budget for 2020/21	

Annual Schedule of Business 2019/20  
(not including regular items)  
Annual Meeting of the Council May 2019



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		Machinery Maintenance  Cemetery Cover over Festive period 2018/19	Rolling Three Year Capital Plan Review  Council Office Festive opening hours 2018/19	
<b>Dec 2019</b>	Final Draft Budget for 2020/21  Review of Remembrance Parade 2019  Christmas Event Committee Review	Final Draft Budget for 2020/21  Review of Amenities Charges  Quotations for Summer bedding plants	Final Draft Budget for 2020/21  Precept to be submitted to CBC for 2020/21  Review of Community Centre Charges	Approval of Draft Budget for 2020/21  Precept to be submitted to CBC for 2020/21
<b>Jan 2020</b>	Review of Christmas Lights		Quarterly Bank Reconciliation (4)  Staff PDRs	Christmas Event Review
<b>Feb 2020</b>			Internal Controls Audit  Risk Assessment of Financial Matters  Health & Safety Audit Fire Risk Assessment Report	



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<b>Mar 2020</b>		S106 Monies Review  East Midlands in Bloom Entry 2020	Internal Audit for 2019/20	Review of Financial Regulations  Staff Salary Review  Business Plan and Strategy Review
<b>Apr 2020</b>	Review of Community Emergency Plan	Quotations for Fertilisers	End of Year Bank Reconciliation  Annual Audit Timetable for year 2019/20  Budget Analysis 2019/20	
<b>May 2020</b>			Annual Report of Internal Auditor 2019/20  To approve Annual Governance Statement 2019/20  To approve 2019/20 Accounts and Annual Return	To approve Annual Governance Statement 2019/20  To approve 2019/20 Accounts and Annual Return  Annual Town Meeting Annual Meeting of STC Annual Report of the Council Annual Report from the Chair Committee Chairs Annual Reports Meeting Dates 2020/21



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				Annual Schedule of Business 2020/21 Councillor Attendance 2020/21 Re-affirmation of General Power of Competence

Policies and Procedures will be reviewed throughout the year where required.

### Contracts due for Renewal

Telephone contract: due for renewal on 31/5/2020

HR contract: due for renewal 15/11/2020

Photocopier contract: due for renewal on 28/12/2020

Insurance contract: due for renewal on 1 April 2020

Working on three months' notice

Town Manager

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