

## Annual Calendar of events for Lower Peover Parish Council

	Lower Peover
January	Finalise Budget Set Precept Set Meeting Dates for next calendar year
February	
March	Annual Parish Forum Chair's review of the year VAT return Newsletter
April	
May	Annual Meeting of the Parish Council (Elect Chair and Vice Chair) Approve Accounts and Annual Governance Statements Appoint Councillor Roles and Responsibilities Insurance Due
June	
July	Appoint Auditor Review Standing orders and Financial Regulations Conduct risk Assessment
August	
September	Personnel Meeting Tender documents for work before budget Newsletter
October	
November	Agree Budget
December	

### Roles and responsibilities of Parish Councillors

- Website, Newsletter and Notice boards – Louise Corlett
- Annual Audit and Financial regulations – Alan Brown
- Planning – Steve Wilson
- Risk assessment – Sally Geake
- Review Standing Orders – Alan Brown
- Highways and Public rights of way – George Dutton
- Plumley, Allostock and Lower Peover Aid Fund – George
- Richard Comberbach Trust – Sally Geake
- INOVYN and Airport – Member appointed as required
- Personnel committee – Ros, Alan and Alison
- Best Kept Village – Alan Brown
- Bank Signatories – Clerk, Steve and Alison