

FULL COUNCIL - FINANCE & GENERAL WORK SCHEDULE – 2022 - 23

Task	Priority	Position	Completed
Policies & Procedures	H	- Policies to be reviewed/introduced, as and when due. - Ensure Policy Spreadsheet is up to date.	
Asset Register, Management & Maintenance Plan	H	- Update following any large Capital Purchases and End of Year	
Health & Safety	H	- H & S Risk Audit due in JUNE 22. - Action Plan to be Completed by Clerk in June/July	
Community Awards	M	- Awards Evening – To be held on 20/10/22. - Agreed a closing date for nominations- 31/08/2022. - Continue with current glass plaques & source locally? Yes - Once number of nominations known - Agree a Criteria for Awards and the number of awards to be presented in 2022.	
Grants	M	- Agree deadline for Grant Applications? – Agreed as and when received? - Ensure confirmation of receipt of funds in obtained. - Care Consent forms for Data Protection and Photos.	
Civic Service	M	- Agree a date for 2022 Civic Service - To Be Agreed – When and Where?	
Internal & External Audits	H	- Internal Interim Audit to be reviewed/Action Plan – (Nov/Dec 22). - Prepare Report on Effectiveness/Statement of 2021 - Internal Controls – (Nov/Dec 22). - Prepare for 2022 - 23 Internal End of Year & External Audits.	
Property Maintenance	H	- What projects/works need to be undertaken/considered for 2022 – 23? - Blinds - Door plates - Lift Shaft – Water ingress ongoing – Investigating the installation of a pump - Fire Door – Resolved at Full Council meeting on 13/06/2022, that the first doors in the downstairs meeting room will be repaired/replaced as they have been damaged – repaired July 2022. -	

Website	M	- Ongoing revamping/enhancing/reviewing/Improving our Website.	
Training	M	- Councillors – Clerk to send out all local course details to Cllrs. - Staff –Ongoing Staff Training. - New in 2022-23 – Online Training Plan for Members and Employees.	
Risk Assessment	H	- 2022 - Risk Assessment to be completed by Clerk by Nov 2022- Approved by Full Council 14/11/2022.. - Annual Risk Assessment of TKBTC Assets – Requirement for Insurance - (Raised Planters/Benches/Picnic Tables/Solar Lights/Fountain/Flag Pole/Leased Land) – Approved by Full Council 14/11/2022.	
Ear Marked Reserves	H	- Review EMR Budgets and Balances periodically throughout the year.	
Reports	H	- Present Year to Date Financial Reports to Councillors - AT LEAST ONCE A QUARTER.	
Data Protection Act 2018	H	- Data Protection Audit Due in Dec 2022.	
Insurance	H	- March 2022 – Insurance renewed on a three year fixed TERM contract. - Building valuation undertaken in 2019. - Review – Ongoing – Review/Revisit – As additional Assets are purchased. - Annual Risk Assessments Required by Insurance Coy – Sept 2022 (Benches/Planters and Solar LED Lights).	