

All Parish Council Meetings are held at the Palgrave & District Community Centre on the second Thursday of the month with the exception of May. All meetings will commence at 7.30 p.m.

Additional Council Meetings may be called to consider responses to Planning Applications or to deal with other Business when the deadline is fixed and falls before the next Regular Meeting.

Committee Meetings will be called as and when required.

The AGENDA for each Meeting will be posted on the Parish Council Notice Board on The Green, by Forge Close, and on the Parish website not less than three working days before the Meeting.

The ANNUAL PARISH MEETING is open to All Registered Electors within Palgrave Parish.

Date	Specific Business at Meeting
14 th June 2018	Renew insurance.
12 th July 2018	Ensure all relevant council business is included in the July meeting to enable councillors to take the summer break.
9 th August 2018	The Council will meet if there are urgent matters to consider
13 th September 2018	Note Audit opinion if received and post Notice of Audit Advise Council of half year accounts and Budget Variances.
11 th October 2018	Commence Budget preparation for ensuing year. Poppy wreath for memorial service
8 th November 2018	Remembrance Day Service Consider planting or grounds maintenance/ inspection work
13 th December 2018	Review Budget Variances. Award Recurring Grants.
10 th January 2019	Finalise Budget and set Precept for ensuing year. Check procedures as 2019 an election year
14 th February 2019	Invite Quotations for Annual Works. Chase any o/s debtors
14 th March 2019	Accept Quotations for Annual Works. Last meeting to review: Standing Orders; Financial Regulations; Internal Controls; Freedom of Information Act -Publication Schedule; Register of Assets; Risk Assessment - Assets; and Risk Assessment - Financial. Review Budget Variances. Insure cover – review and renew Election Year – advise Councillors
11 th April 2019	Prepare end of year accounts, end of year returns for tax, NIC, VAT. Make arrangements for Final Accounts, appoint Internal Auditor and review scope of their work. Check and prepare for election year
Friday 26th April 2019	ANNUAL PARISH MEETING for all Electors in Palgrave (Hall)
16 th May 2019	ANNUAL MEETING – Appoint Chairman, Vice Chairman, RFO, Members of Committees and Representatives to other Bodies. Make arrangements to publish Annual Accounts and submit same to external auditor