

## Tarporley Parish Council Rota 2018-2019

Note: If you will be away, please organise a swap and then inform clerk@tarporley.org.uk

Status as at: 31st May 2018

	Councillors			Officers			Meeting action
	Planning (leading up to meeting date)	Surgery (night of meeting)	Tarporley Talk (due 12th of month specified)	PC Minutes*	Village Walkabout* Councillors	Playground Inspection* Councillor plus one clerk	
June	Gill Andrew Bill	Bill/Tina	Tina	Delia	tbc	Abbie	1Q Budget Review
July	Nigel Tina Peter	Jeremy/Andrew	Bill	Abbie	tbc	Ann + tbc	
August	Elaine Gordon Richard	<b>No Meeting</b>	John	<b>No Meeting</b>	tbc	Ann	<b>No Meeting</b>
September	Bill John Nigel	Gill/Gordon	Jeremy	Ann	tbc	Ann	Agree insurance contract; 2Q Budget Review
October	Andrew Jeremy Elaine	Richard/Peter	Gordon	Ann	tbc	Ann	Decision on grants; Review all council contracts
November	Peter Gill Tina	John/Jeremy	Richard	Delia	tbc	Ann	
December	Andrew Bill Peter	Peter/Nigel	Peter	Ann	tbc	Ann	Invite Grant Applications; Complete Risk Assessment; 3Q/Year End Budget Review
January	Nigel Richard John	Andrew/Elaine	Gill	Ann	tbc	Ann	Set Precept Award Grants
February	Jeremy Elaine Gordon	Bill/John	Andrew	Ann	tbc	Ann	
March	Peter Gill Andrew	Nigel/Elaine	Gordon	Delia	tbc	Ann	Review Asset Register
April	Bill Tina Nigel	Richard/Gordon	Gill (for Elaine)	Ann	tbc	Ann	Approve draft Annual Report; Review Year End Finances.
May	Richard John Jeremy	Gill/Peter	Nigel	Delia	tbc	Ann	Annual Meeting event; Annual PC Meeting; Complete AGAR; Internal and External Audit

\*Parish Councillors are currently trialling a walkabout on the day of each council meeting to identify issues

Village Walkabout includes Silent Soldiers safety inspection

\*Playground inspections: Councillor training yet to be rolled out

\*Minutes rota subject to change, to be confirmed with maternity cover