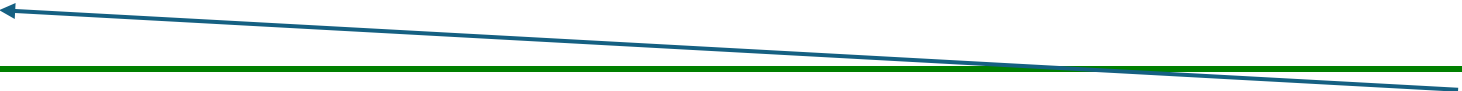


Toft Newton Parish Council - Annual Work Plan

January	First or second Tuesday: Parish Council meeting – to include Quarter 3 accounts update, spend to date, forecast to the end of the financial year and bank reconciliation. To also include agreeing next year's budget, two-year forecast and precept.						
	Agendas, reports and other documents for meetings need to be published online, displayed in the parish, as well as e-mailing to parish, district and county Councillors at least three clear days prior to the meeting – three clear days means that there are three work days or more for the agenda to be read – clear days do not include the day the agenda is published, the day of the meeting or Sundays and Bank Holidays.						
	Day of meeting						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday (try to avoid)
	Last day to publish the agenda in the preceding week						
	Wednesday	Thursday	Friday	Saturday	Monday	Tuesday	Wednesday
	Agenda's can be displayed in the parish notice board on the corner of Fairfax Close and on the notice board in the village hall (Councillor Rob Nelson has the notice board keys). Draft minutes should be published online and e-mailed to parish, district and county Councillors within 28 days of the meetings. Mid-to-late January: Submit final precept request to West Lindsey District Council or subsequent replacement authority (date set by WLDC). Last Wednesday: Pay day Submit quarterly (October, November, December) s.126 VAT return. 22nd: PAYE payments for October, November and December due to HMRC.						
February	Last Wednesday: Pay day						
March	First Tuesday: Annual Parish Meeting followed by Parish Council meeting.						
	The Annual Parish meeting is an opportunity for registered electors of the parish of Toft Newton to raise any issues with the Parish Council Clerk / Chair. The Annual Parish meeting must be held between the 1 st of March and the 1 st of June inclusive. The Annual Parish Meeting notice must be published seven days before the meeting. (<i>Some Parish Council's use this as an opportunity to thank members of the public through an awards evening, others put on talks, etc., - I feel TNPC could be doing more to engage the residents</i>).						
	The March Parish Council meeting – to include Quarter 4 interim accounts update, spend to date, forecast to the end of the financial year and bank reconciliation.						
	Last Wednesday: Pay day						
	In Parish Council election years, the pre-election period (previously known as purdah) begins at least 25 days prior to the election. (In 2027, the pre-election period is expected to start on Wednesday the 31st of March) – during the pre-election period the Council cannot make any big policy announcements and candidates cannot use any Council resources to campaign – it is business as usual but toned down a bit. In 2023, West Lindsey District Council started the pre-election period earlier than some neighbouring Councils. The Local Government Association has provided a list of Q & As at https://www.local.gov.uk/our-support/communications-and-community-engagement/pre-election-period/frequently-asked-questions. Start considering Insurance quotes. 31st: End of Financial Year.						

April	Second or third Tuesday: Finance Meeting of the full Council – to include Quarter 4 accounts update, spend to date, forecast to the end of the financial year and bank reconciliation. Also to include year-end sign-off ready to submit to Internal Auditor – may not be needed longer term – but essential this year. Following the Finance Meeting: Submit s.126 VAT Claim for the previous year (or quarter January, February, March). Last Wednesday: Pay day 1st: Start of Financial Year. 1st: Any changes to Terms and Conditions of employment and pay scales come into force. The local government pay award will apply from the 1st of April, although is unlikely to be approved until much later in the year, once approved, pay will be backdated for all employees in post on the 1st of April (including those who have left since the 1st of April). 5th: End of Tax Year. 6th: Start of Tax Year. 22nd: PAYE payments for January, February and March due to HMRC. 30th: End of Civic Year.
May	First Thursday: Election Day – only affects Toft Newton Parish Council in 2027, 2031 and every four years thereafter. Sunday after election day (in election years only): Councillors and any Co-opted members Terms of Office Ends. Monday after election day or Tuesday if the Monday is a bank holiday: Councillors Terms of Office Start. First Tuesday: Annual Parish Council meeting followed by Parish Council meeting. Management, operation and financial policies updates. Annual Parish Council meeting – elect officers: Chair and Vice Chair, elect Committees: Personnel Committee, reviews policies and appoints internal auditor. Councillors also need to re-confirm that their register of interests is up to date. The Annual Parish Council meeting must be held in May, in an election year, it must be held within 14 days of the start of Councillor's Term of Office. Parish Council meeting – to include Quarter 1 interim accounts update, spend to date, forecast to the end of the financial year and bank reconciliation, plus any update from the Internal Auditor. Personnel Committee meets to agree / review Terms of Reference and Co-opt any external members. Last Wednesday: Pay day 1st: Start of Civic Year. 31st: Last day to issue P60 forms to all staff. 31st: Insurance Policy ends.

June	Last Wednesday: Pay day 1st: Insurance policy renews. 2nd 2026: Exercise of Public Rights notice published (deadline may change annually) 3rd 2026: Public inspection period begins (deadline may change annually) 30th 2026: AGAR deadline (deadline may change annually) 
July	First Tuesday: Parish Council meeting – to include Quarter 1 accounts update, spend to date, forecast to the end of the financial year and bank reconciliation – needs moving to the last two weeks in June, to meet the AGAR deadline. Last Wednesday: Pay day Submit quarterly (April, May, June) s.126 VAT return. 14th 2026: Public Rights period ends (deadline may change annually) 22nd: PAYE payments for April, May and June due to HMRC.
August	RoSPA to carryout annual Playground Inspection (in August or September). Personnel Committee to carryout annual appraisal with the Clerk. Clerk to carryout annual appraisal with the Playground Warden and any other staff or volunteers. Last Wednesday: Pay day
September	RoSPA to carryout annual Playground Inspection (in August or September). First or second Tuesday: Parish Council meeting – to include Quarter 2 interim accounts update, spend to date, forecast to the end of the financial year and bank reconciliation. Personnel Committee meeting immediately after the Parish Council meeting – review of personnel related policies, procedures, terms and conditions of employment and review pay scales for the Clerk and the Playground Warden. Lincolnshire County Council will send a Purchase Order number which is to be used when claiming the Grass Cutting Contribution. Lincolnshire County Council will send a form asking if TPNC needs a delivery of rock salt – accept the offer as it saves money. Last Wednesday: Pay day 9th: Re-new free gov.uk e-mail address contract with ParishOnline. 14th Annually: Re-new Information Commissioner’s Office registration.

October	Lincolnshire County Council will deliver the rock salt – usually in a 1 tonne builders’ bag to the Village Hall car park. West Lindsey District Council will offer an updated copy of the Electoral Register – accept it as you will need to refer to it (October or November). Last Wednesday: Pay day Submit quarterly (July, August, September) s.126 VAT return. 22nd: PAYE payments for July, August and September due to HMRC.
November	First Tuesday: Parish Council meeting – to include Quarter 2 accounts update, spend to date, forecast to the end of the financial year and bank reconciliation. Also to include discussions around the draft budget and two-year forecast, and draft precept. 2026: The Woodland Trust will deliver 60 small trees ready for planting – these are to be offered to local residents – residents must own their own home or have their landlord’s permission to plant a tree in their garden – proof may be needed before trees are given out. I would also suggest planting one or two in front of the gate at the bottom of the field, and a few dotted around in the hedge (if space needs filling), the rest are then for residents of the parish. Mid-to-late November: Submit draft precept request to West Lindsey District Council or subsequent replacement authority (date set by WLDC). West Lindsey District Council will offer an updated copy of the Electoral Register – accept it as you will need to refer to it (October or November). Last Wednesday: Pay day
December	West Lindsey District Council will supply the updated copy of the Electoral Register – usually electronically. Wednesday before Christmas: Pay day