

Monthly Log of tasks

Department	Action	When is it to be carried out	Complete
HR	Pension certificate	Due 2020	
Finances	Bank Reconciliation and monthly report (to be displayed on Website)	Every month	
Finances	Update finance file with info	Every week	
Finances	Carry out financial year end tasks	March and April 2019	
Finances	Prepare a budget for 2019-2020	November 2018	
Finances	Set the precept	January 2019	
Finances	Review Clerks salary	November 2018	
Finances	Review Financial Risk assessments and policies and update insurance policy	Yearly due March 2019	
Finances	Check Asset register and update	Annually Feb 2019	
Finances	Official order forms made up	Weekly	
Admin	Review Council Policies	Yearly due January 2019	
Admin	Review all risk assessments	Yearly due January 2019	
Admin	Type up minutes of PC meetings and put up on website	Monthly	
Admin	Notify NLC planning of PC decisions regarding planning applications	Monthly	
Admin	Update councillors declarations of interest	Annually - May	
Transparency Code	Publish expenditure above £500.00 exc VAT quarterly	June, Sep, Dec, March	
Transparency Code	Information for tenders over £5,000	June, Sep, Dec, March	
Transparency Code	Information regarding current tenders over £5,000	June, Sep, Dec, March	
Transparency Code	Grants to Voluntary, Community and Social Enterprise Groups	Annually: April	
Transparency Code	Review and publish Pay Policy	Annually: January	
Transparency Code	Publish Waste Contracts	Annually: April	
Community	Review Community Assets	Annually: November	
Community	Review Community Emergency Plan	Annually: July	
GDPR	Review Policies	Annually: January	
GDPR	Monthly update of external hard drives	Monthly	

GDPR	Check correct ICT malware and antivirus are installed and up to date	Monthly	
GDPR	Review personal data held and permissions	Annually: June	
GDPR	Carry out Data retention audit and destruction of data	Monthly and yearly in June	
GDPR	Maintain a log of the location of personal data held	daily	
Child Protection Policy	Safeguarding Training	Annually: January	
Equal Opportunities Policy	Clerk PDR	Annually: August	
Health and Safety Policy	Update Risk assessments of council owned property and safety tour	Annually: June	
Equal opportunities policy	Update equal opportunities and equality log	Annually: July	
Community Emergency Plan	Check and restock boxes	Annually: August	
Newsletter	Send out letters to advertisers	October, February, June	