

Thornton Le Dale Parish Council Forward Plan 2026-27

Date	Description	Responsibility	Decision maker	Checks
January	Policy Review checks	Clerk/Council	Clerk	
	Review and Agree Fees (annually): Cemetery/Allotments/Rents	Clerk/Council	Full Council	
February	Agree any Policy Reviews	Full Council	Full Council	
	Review Clerk employment contract	Staffing Committee	Full Council	
March	Agree date for APM	Clerk/Chair	Full Council	
	Request Contractor Liability Certificates	Clerk	N/A	
	Advertise Bull Field Tender	Clerk	N/A	
	Prep for Finance Year End/Finance Year Start – Update Scribe/Roll over	Clerk	N/A	Fin Comm
	Review Assets	Clerk	Full Council	Fin Comm
	Check quarterly Bank Recs on Scribe			Fin Comm
April	Prep for AGM and APM (Chairman's report)	Chair/Council	Full Council	
	Agree Bull Field Tender/Select candidate/Invoice candidate	Full Council/closed	Full Council	
	Send out Allotment Invoices/Review allotment plot holders	Clerk	Clerk	
	YLCA membership renewal	Clerk	Full Council	

	ICCM membership renewal	Clerk	Full Council	
	Prepare and submit all information to Internal Auditor	Clerk	Clerk	
May	Hold AGM and APM (refer to Agendas for key actions)	Chair/Council	Full Council	
	Consider and elect key appointments: Chair/VC/Committees	Full Council	Full Council	
	Review and update all regulatory PC policies	Full Council	Full Council	
	Agree Internal Audit Sign Off/Prep AGAR return	Clerk	Clerk/Fin Comm	Fin Comm
June	Sign off all AGAR docs including EoPR at PCM	Clerk/Council	Full Council	Fin Comm
	Submit all AGAR docs to External Auditor	Clerk	Clerk	
	Publish all AGAR docs on PC website/including EoPR on noticeboard	Clerk	Clerk	
	Book annual service for PC All Saints Church clock/HMI clock	Clerk	Clerk	
	Check quarterly Bank Recs on Scribe	Clerk		Fin Comm
	Review Budgetary Reports YTD	Clerk	Full Council	Fin Comm
July	Agree to cancel August PCM	Council	Full Council	
August	No PCM due to TLD Country Show			

September	Check all grit bins: order salt/grit for PC owned bins if required Read waters meters in the first week – Allotments/Cemetery	Clerk/Council Clerk/Council	N/A	
	Check all Allotments/Action any remedial work	Clerk/Council	Full Council	
	Check quarterly Bank Recs on Scribe	Clerk	Clerk	Fin Comm
	Review Budgetary Reports YTD	Clerk	Full Council	Fin Comm
	Invoice annual car park rental/2 nd 50% invoice for Bull Field (if agreed)	Clerk		
October	Prep for Insurance Renewal	Clerk		
	Finalise Remembrance Day preparation / road closure / wreath purchase	Clerk/Councillor		
	Prep/Agree Invitations for Grass Cutting Tenders	Clerk/Council		
November	Confirm Insurance Renewal	Finance Committee		
	Finance Committee Meeting to confirm Budgets/Precept for 2027-28	Finance Committee		
	Agree Budgets/Precept for 2027-28/Confirm Insurance renewal	Full Council		
	Agree Grass Cutting contractors	Full Council – closed		
	ICO membership Renewal	Clerk	Full Council	

December	Confirm Precept to NYC	Clerk		
	Check quarterly Bank Recs on Scribe			Fin Comm
	Review Budgetary Reports YTD	Clerk	Full Council	Fin Comm
January 2027	Policy Review checks	Clerk/Council		
	Review and Agree Fees (annually): Cemetery/Allotments/Rents	Clerk/Council	Full Council	
February	Agree any Policy Reviews	Full Council	Full Council	
	Review Clerk employment contract	Staffing Committee	Full Council	
March	Agree date for APM	Clerk/Chair	Full Council	Fin Comm
	Read waters meters in the first week – Allotments/Cemetery	Clerk/Council		
	Request Contractor Liability Certificates			
	Advertise Bull Field Tender	Clerk	N/A	
	Prep for Finance Year End/Finance Year Start – Update Scribe/Roll over	Clerk	N/A	Fin Comm
	Review Assets		N/A	
		Clerk	Full Council	
	Check all Allotments/Action any remedial work	Clerk		

	Check quarterly Bank Recs on Scribe Review Budgetary Reports YTD	Clerk/Councillor Clerk	Full Council Full Council	Fin Comm Fin Comm
April	Election preparation / purdah Prep for AGM and APM (Chairman's report) Agree Bull Field Tender/Select candidate Review allotment plot holders/Send out Allotment Invoices YLCA membership renewal ICCM membership renewal	Chair/Council Full Council/closed Clerk Clerk Clerk Clerk	Full Council Full Council Clerk Full Council Full Council Full Council	
May	ELECTIONS Hold AGM and APM (refer to Agendas for actions) Consider and elect key appointments: Chair/VC/Committees	Chair/Council Full Council Full Council	Full Council Full Council Full Council	

	Review and update all regulatory PC policies	Clerk	Clerk/Fin Comm	Fin Comm
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PARISH COUNCIL POLICIES AND TERMS OF REFERENCES/REVIEW DATES

REGULATORY (Y/N)	POLICY/TERMS OF REFERENCE/OTHER DOCS NAME	DATE/MONTH	ANNUAL	REVIEW WHEN NALC/YLCA UPDATED
YES	Standing Orders	May	YES	
YES	Financial Regulations	May	YES	

YES	Health & Safety at Work	May	OPTIONAL	YES
	Risk Assessment docs	May	OPTIONAL	YES
	Model Councillor Code of Conduct		OPTIONAL	YES
	Complaints and Information Request Review Panel		OPTIONAL	YES
	IT Policy		OPTIONAL	YES
	Training Policy		OPTIONAL	YES
	Vexatious Policy		OPTIONAL	YES
	Co-option Policy		OPTIONAL	YES
	Biodiversity Policy		OPTIONAL	YES
	Grant Application Policy Form			
	Memorial Bench Policy/Guidance Form			
	Recording or Viewing Policy			
	Reserves Policy			
	Rules for Public Session Policy			
	Staffing Committee			
	Grievance Policy			
	Disciplinary Policy			
	GDPR/Data Protection Policy			
	Privacy Notice – Staff/Councillors/General			
	Allotments: Tenancy Agreements/Rules			
	Cemetery: Rules/Fees			

TASKS FOR A PARISH COUNCIL MEETING

No.	TASKS	Tasker	Frequency	Sign By
1	Update and publish Scribe Year To date spend report by Cost Centre	Clerk	Monthly	N/A
2	Update and publish Scribe Bank Rec report	Clerk	Monthly	N/A

3	Print and sign monthly Scribe Payments to Authorise report	Clerk	Monthly	Chair
4	Print and sign monthly Scribe Bank Rec report	Clerk	Monthly	Chair
5	Print and sign previous meeting Minutes	Clerk	Monthly	Chair
6	Produce a Clerks Report, including bank balances	Clerk	Monthly	N/A