

MONTH	PART B - SPECIAL REPORTS	PART C - COUNCIL ADMIN	OTHER MATTERS
JUNE 2023		Council e-mail addresses & tablets	
JULY 2023		Q1 Budget Report Grant Applications Agree schedule for RoW Inspections	
AUG 2023	N/A	N/A	Planning via e-mail
SEP 2023			
OCT 2023	Annual Playground Inspection Footpath Inspections	2nd Qtr Budget Report	
NOV 2023		Grant Applications	
DEC 2023		Budget setting for 2024/25	
JAN 2024	Initial 2024 APM Planning discussion	Precept setting for 2024/25 3rd Qtr Budget Report	
FEB 2024	APM Update Operational Playground Inspection Report	Confirm Internal Financial Regs Grant Applications	
MCH 2024			
APR 2024			
MAY 2024	Final Internal Audit Report	1. S/O 5J (incl elect Chair, VC, AC members, outside body reps etc.) 2. Receive/Approve Accts & Audit Return ? 3. Review Assets inventory & Ins cover	