

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