

| MONTH     | PART B - SPECIAL REPORTS                                    | PART C - COUNCIL ADMIN                                                                                                                                      | OTHER MATTERS       |
|-----------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| MAY 2025  | Final Internal Audit Report                                 | 1. S/O 5J (incl elect Chair, VC, AC members, outside body reps etc.)<br>2. Receive/Approve Accts & Audit Return ?<br>3. Review Assets inventory & Ins cover |                     |
| JUN 2025  |                                                             | Financial Regulations review                                                                                                                                |                     |
| JULY 2025 |                                                             | Q1 Budget Report<br>Grant Applications<br>Agree schedule for RoW Inspections                                                                                |                     |
| AUG 2025  | N/A                                                         | N/A                                                                                                                                                         | Planning via e-mail |
| SEP 2025  |                                                             |                                                                                                                                                             |                     |
| OCT 2025  | Annual Playground Inspection<br>Footpath Inspections report | 2nd Qtr Budget Report                                                                                                                                       |                     |
| NOV 2025  |                                                             | Grant Applications                                                                                                                                          |                     |
| DEC 2025  |                                                             | Budget (and Precept) setting for 2026/27                                                                                                                    |                     |
| JAN 2026  | Initial 2026 APM Planning discussion                        | 3rd Qtr Budget Report<br>Confirm Internal Financial Regs                                                                                                    |                     |
| FEB 2026  | APM Planning Update                                         | Grant Applications                                                                                                                                          |                     |
| MCH 2026  | APM Update                                                  | Grant Applications (if received)                                                                                                                            |                     |
| APR 2026  | APM update<br>Operational Playground Inspection Report?     |                                                                                                                                                             |                     |