

## Tarporley Parish Council Rota 2019-2020

Note: If you will be away, please organise a swap and then inform [clerk@tarporley.org.uk](mailto:clerk@tarporley.org.uk)

Status as at: May 2019

	Councillors			Officers			Meeting action
	Planning (leading up to meeting date)	Surgery (night of meeting)	Tarporley Talk (due 12th of month specified)	PC Minutes*	Village Walkabout* Councillors	Playground Inspection* Councillor plus one clerk	
June	Gill Andrew Elaine	Gill & Mark	Mark	Ann			1Q Budget Review
July	Nigel Toni Gordon	Gordon & Peter	Toni	Ann			
August	Andy John Jeremy	<b>No Meeting</b>	John	<b>No Meeting</b>			<b>No Meeting</b>
September	Mark Peter TBC	Elaine & John	Jeremy	Ann			Agree insurance contract; 2Q Budget Review Advertise 'small' grants
October	Gill Andrew Elaine	Jeremy & Nigel	Gordon	Ann			Decision on 'small' grants; Review all council contracts
November	Nigel Toni Gordon	Andrew & Andy	Andy	Ann			
December	Andy John Jeremy	Gordon & TBC	Peter	Ann			Complete Risk Assessment; 3Q/Year End Budget Review
January	Mark Peter TBC	Gill & Mark	Gill	Ann			Set Precept
February	Gill Andrew Elaine	Toni & Peter	Andrew	Ann			
March	Nigel Toni Gordon	Elaine & John	Gill (for Elaine)	Ann			Review Asset Register
April	Andy John Jeremy	Jeremy & Nigel	TBC	Ann			Review Year End Finances.
May	Mark Peter TBC	Andrew & Andy	Nigel	Ann			Annual meeting event; Annual PC Meeting; Complete AGAR; Internal and External