

Calendar of Tasks

Monthly Task List

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Task List	Check specific actions on monthly list	1 st week of month	Clerk		
Emails	Check and respond	Daily	Clerk	Discuss Chair/Councillors as required	
Correspondence – Date Stamp	Either respond, keep for next meeting, send to Chair/Committee Chair	Daily	Clerk	Important emails or correspondence and items for Agendas should be printed and filed	
Meetings	Agree dates	Annually	Annual meeting	Normally 1 st /3 rd Thursday	
	Post on web, notice boards	Amend for each meeting	Clerk	Note – change of time for sub-committees in January	
Agendas	Draw up template for agendas	2 weeks prior to meeting	Clerk	Numbers to run consecutively for	

Area	Task	When	By Whom	Comments	Verified/Completed
				each full council meeting but separate to numbers for the Committees preceded by current year	
	Draw up agendas for sub-committees	2 weeks prior to meeting date	Clerk/Chairs of sub committees	NB: no sub committees December, August and May	
	Draw up agenda for main meeting	2 weeks prior to meeting date	Clerk/Chair	Extra meeting AGM in May – no main meeting December, August	
	Post on website, notice boards/ send to Members	Friday preceding meetings – Thursday if Bank Holiday weekend	Clerk	NB: Employment/ Extraordinary meetings as required	
	Inclusion of relevant papers	Send with agendas	Clerk	Send in PDF format	
	Retain previous Agenda on website	After each meeting	Clerk		
Minutes	Record minutes	During meeting	Clerk/Assistant Clerk	Employment minutes by Member of group	
	Produce draft minutes	Week after meeting	Clerk/Assistant Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	Check minutes – main meeting	When received	Chair/Clerk	All minutes to record resolutions/approval re actions agreed or to be taken. Amend Chair/Clerk	
	Check minutes – sub-committees	When required	Chairs of sub committees/Clerk	Amend – Chair/Clerk	
	Send out minutes	To members – 3 clear days before meeting – eg preceding Friday	Clerk	3 day clear rule to apply – send out preceding Thursday on Bank Holiday weekends	
	Amend minutes	By Motion at main meeting	Chair/Clerk	Amendments must be proposed and seconded	
	Approve minutes	At main meeting, sub-committee meeting – main from preceding month	Full Council/Clerk	Meeting must be quorate. NB: July to September, November to January	
	Post on Website and notice boards	Only after approval and when signed	Clerk		
	File all signed minutes	After each main meeting	Clerk	Minutes to be in order and accompanied by relevant papers	

Area	Task	When	By Whom	Comments	Verified/Completed
	Bind minutes and Agendas	As necessary	Clerk to arrange	Approval needed by Full Council re: expenditure	
Motions	Update Motions file	Check each month	Clerk	NB: All Motions received included in file. Reason for rejection of any Motion recorded in file. Check Standing Orders re: Motions not requiring 5 clear day notification	
Filing	Ensure that all documents are correctly filed	By end of each month	Clerk	Major overhaul of filing of hard copies needed	
	Electronic filing system clear and easy to access	Check monthly	Clerk	All necessary files to be archived	
	Archive documents as necessary	Check on regular basis	Clerk	Agree policy	
Planning (See also Website/Environment)	Check all planning applications – Clerk to include onto Agenda	Weekly	Clerk		
	Post details of applications and decisions on website	Weekly	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	Send on any queries from members of public to Chair of EMCC and Planning Committee	Ongoing	Clerk		

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Monthly Task List

NB: See Appendix A – Risk Assessment

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Task List	Check specific actions on Monthly List	1 st week of month	Clerk		
Personnel Files	Complete and file timesheets	4 th week of month	Clerk/Chair of Finance	All timesheets to be approved	
Salaries	Calculate tax, NI, pension if relevant for all staff	Complete after 6 th of each month via Moneysoft	Accountant	Each month print Employee pay slip	
	Print Employers current summary. Pension – monthly summary, Employees payment P32	Monthly	Accountant/Clerk	File copies of all Moneysoft reports	
	Training re: Moneysoft	Ongoing	Accountant/Clerk		
	Payment of staff. Net pay as bank	Last day of month. Preceding Friday if	Accountant		

	payment	last day is weekend			
Expenses – Staff	Staff complete forms – expenses at agreed rate	End of month	All staff		
	Expenses approved and monitored	End of month	Chair of Finance		
	VAT invoice completed	End of month	Accountant		
Payroll Package	Agree appropriate training sessions in Sage/Moneysoft	Ongoing	Accountant/Clerk		
Invoicing	Follow procedures outlined in Appendix A – Risk Assessment	Ongoing	Accountant/Clerk		
Recurring Charges	Check all invoices	Monthly	Clerk		
Cashbook	Add details of all transactions	Expenditure – after each meeting. Income – when received	Clerk/Accountant	Date each transaction. Expenditure – after main meeting. Income as received	
Cheques/Electronic Payments	Compile list for month with voucher and cheque numbers	Before main meeting	Clerk/Accountant	To accompany all invoices	
	Draw up cheques and enter electronic	Before main meeting	Clerk/Accountant	Cheques to be signed by 3 Members	

	payments in bank account			immediately prior to meeting	
	Check payment against invoices	Before main meeting	Chair of Finance/ Clerk/Accountant	Orders also checked against invoices	
	Authorise Unity Trust Bank payments – notify Members	As required	Authorised Councillors/ Clerk	Online authorisation – payment date for pay – end of month, 2 Members	
	Create edited version to go in Minutes	After each main meeting	Clerk/Accountant	Show all wages in one row “staff” with range of vouchers numbers. Delete detail – payee name only	
Expenses Members –	Agree payment of Members expenses – all Members to complete and sign correct forms	As necessary	Member/Clerk		
	Approve expense claims	As necessary	Chair/Chair of Finance		
	VAT invoice completed	As necessary	Clerk		
Finance Statements	Produce statement for Finance Committee – seen in bank/income and	Monthly	Accountant/Clerk	Via Sage or Excel?	

	expenditure in cashbook/grants awarded				
	Moneysoft reports re: all aspects of staff payments	Monthly	Accountant/Clerk		
Bank Statements	Download on regular basis – check Unity Trust	Monthly	Accountant/Clerk		
Bank Reconciliation	Monthly reconciliation via Sage	Monthly	Accountant/Clerk		
Budget Control	Prepare monthly reports – expenditure -v- budget. Discuss Finance Committee	Monthly	Accountant/Clerk		
VAT	Submit information to HMRC when authorised	After monthly meeting. Before end of month	Accountant/Clerk	Fine imposed for late submissions. Authorised by Council	
Post	Record outgoing post and charges	Ongoing	Clerk	Good practice to record incoming and outgoing post	
Petty Cash	Introduce trial period. Set up box, vouchers and agreed balance of £100	Ongoing	Clerk	Review March 2017	

OCR Accounts	Liaise with Treasurer OCR re: bank statements. Review monthly reports	Monthly	Accountant/Chair of Finance/Treasurer of OCR		
	Purchasing invoices – enter onto Sage	Monthly	Clerk		
	Regular meetings with Treasurer re: bookings, progress, expenditure	Ongoing	Accountant/Chair of Finance/Treasurer OCR		
	Monitor expenditure and income – OCR	Ongoing	Accountant/Chair of Finance/Treasurer OCR		
Project Summary	To include all annual projects and costings	Monthly	Clerk		

Calendar of Tasks

Monthly Task List

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Task List	Check specific actions on Monthly task list	1 st week of month	Chair of Environment/ Clerk		
Managed Land	Inspect as necessary	As agreed			
	Identify any areas needing maintenance – agreed time span – link to Budget	Timetable to be developed	To be agreed		
Owned Land	Inspect as necessary	As agreed			
	Identify any areas needing maintenance – agreed time span – link to Budget	Ongoing	Clerk/Chair of Environment		
Planned Activities	Link to Monthly Calendar	Ongoing	Clerk/Chair of Environment		
Agendas	Prepare Agenda for monthly meeting. Check – send out to	Week prior to meeting. Send out Friday before	Clerk/Chair of Environment	NB: Bank Holiday weekends – send out preceding Thursday	

	Members of Sub-committee				
Minutes	Checked – sent out with bundle for full Community Council meeting. To be approved, signed by Chair and filed	Week prior to Full Meeting	Clerk/Chair of Environment		
Planning (See also General)	Planning applications sent to all Members	Weekly	Clerk		
	Upload any response to applications or decisions onto website	Weekly	Clerk		
	Discuss any disputed applications at Full Council	Monthly – as necessary	Planning Committee		

Calendar of Tasks

Monthly Task List

Area	Task	When	By Whom	Comments	Verified/Completed
4) Website/Publicity					
Meeting/Agendas	Post dates of meetings/post Agendas of all meeting	Ongoing	Clerk		
Minutes	Post Minutes when approved at main meetings	Ongoing	Clerk		
Planning	See Environment. All relevant applications and decisions to be posted on website	Weekly	Clerk		
	Send applications to members via website	Weekly	Clerk		
Events	Publicise any RMCC events via website – eg: Civic Service/ tree lighting – liaise with RMA	Ongoing	Clerk		
Promotion	Via website and notice boards. Post	Ongoing	Clerk		

	information re: RMCC – eg: Members				
	Provide synopsis of main meetings – post via website/notice boards	Monthly	Clerk		
Finance Documents	Update Precept list	After January main meeting	Clerk		
	Update Council Tax information	After January main meeting	Clerk		
	Put Budget online each year – aggregate staff costs	After January main meeting	Clerk		
	Annual Return online after approval by External Auditor	When agreed	Clerk		
Policies	Put Policies online when approved or reviewed	Ongoing	Clerk		
	Agree all other information prior to posting	Ongoing	Chair/Council		
Councillors	Update names and contact details after Elections/by election/co-option	Ongoing	Clerk		

	Update Committee Membership list	May	Clerk/Chair		

Calendar of Tasks

Health and Safety

Area	Task	When	By Whom	Comments	Verified/Completed
5) Health & Safety					
Risk Assessment	Check relevant sections in document	Annual - November	Full Council	Link to OCR re: checks	
Fire Drills – Random Checks and Evacuations	Hold regular fire drills – Nursery. Other – log As necessary	Check with staff To be agreed Random	Nursery OCR/CC	Log each drill Check re: sign and location	
Alarm System	Fire alarm system – smoke alarms and detectors - log	Bi-monthly from February 2017	OCR Management	Check extra provision of detectors	
Appliances	Fire appliances and equipment checks - log	Annual – July/August	Prodem	Current provider	
Emergency Exits	Check that all exits are clear and accessible - log	Bi-monthly	OCR Management		
Emergency Lighting	Check all lighting is	Bi-monthly	OCR Management		

	working – log				
Alarm Panels	Check batteries – charge as required	Bi-monthly	OCR Management		
Break Glass	Change as needed	As necessary	OCR Management		
Alarm Boxes	Map, check and maintain	Ongoing	OCR Management		
Notices	Clearly display throughout building	Bi-monthly	OCR Management		
Gas Maintenance	Ensure that two boilers and cooker are regularly maintained	February/March	British Gas		
Boiler Pressures	Check and adjust as needed	Ongoing	OCR Management		
Detectors	Consider purchase of gas leak detectors (Carbon Monoxide Monitors)		OCR Management	To be discussed	
Electrical appliances	Testing of all small appliances	Annual – June	Appointed electrician		
Power Point Covers	Check necessity with Nursery	February 2017	Cllr McKerlich		
Battery Changes	Check re: changes – boilers/blinds	Annual – August	OCR Management		

Water temperature	Check radiators/ handwashing/ adjust	As necessary	OCR Management		
Legionella Testing	Ongoing checks	As necessary	OCR Management		
Electrical System	Statutory testing	5 yearly	Approved contractor		
COSHH Regulations	Arrange regular meetings with the cleaning contractors	3 Monthly	OCR/CC/Nursery		
Cleaning Substances	Check on use and storage of substances	3 Monthly	OCR/CC/Nursery		
Cleaning Equipment	Check on PAT testing of equipment	3 Monthly	OCR/CC/Nursery		
Hazardous Substances	Check kitchen on regular basis re: detergents etc.	Ongoing	OCR/CC/Nursery		
Floors	Ongoing checks on carpets/tiles etc. System of replacing	Ongoing	OCR/CC/Nursery/Users		
Furniture/Doors	As above	Ongoing	OCR/CC/Nursery	List to be provided of whom to contact	
Asbestos	Respond as necessary	Ongoing	OCR/any contractor	Unlikely unless building work undertaken	
Security Concerns	Check operation of CCTV cameras	As necessary	Via OCR?		

User issues	Monitor open windows, doors, emergency exits	Ongoing	OCR/CC	Any issue re: users communicate to David Cargill	
Outdoor Areas	Regular checks on paths, paved and grassed areas	Ongoing	Handyman	Improve methods of reporting and liaising	
Rubbish Removal	Check that bins are used properly and available for collection	Fortnightly	Handyman		
Computers	Regular checks re: viruses/firewalls. Inappropriate messages	Ongoing	CC	Research needed into how to avoid inappropriate messaging	
	Housekeeping re: emails				
Computer Equipment	Check on furniture required to any requests re: eye tests	Ongoing	CC		
Traffic Management	Ongoing concerns re: parking	Ongoing	OCR/CC	Possibly arrange meeting to discuss	
Notices – General	Provide notices to inform users of location of equipment	March 2017	OCR/CC		
Contacts	Provide list of emergency contacts	March 2017	OCR/CC	Agree key holders	

Location of keys – boiler room, Electrical cupboard	Provide list of location of keys to agreed personnel	March 2017	OCR/CC		
Display Statutory Notices	Request copies of all notices from Architect/Contractor	March 2017	OCR/CC		
Building Plans	Collect all plans, agree location, file	March 2017	OCR/CC		

Calendar of Tasks

Health & Safety

Area	Task	When	By Whom	Comments	Verified/Completed
6) First Aid					
First Aid Kits	Agree location and contents – check regularly	Monthly	Clerk/Designated Councillor	Cllr Vaughan will be lead re: First Aid	
Resuscitation Equipment	Agree location – to be visible and accessible		OCR/CC		
Storage – above	Purchase cupboard	February 2017	Clerk/Cllr Vaughan		
Notices re above	Provide notices – display in agreed locations	February 2017	Clerk/Cllr Vaughan		
AED	Consider purchase of AED	March 2017	Full Council	Agreed 16/2/2017	
First Aid Training	Discuss most suitable training provider	March 2017	Full Council		

Calendar of Tasks

Health & Safety

Area	Task	When	By Whom	Comments	Verified/Completed
7) Policies					
Lone Worker	Check Policy – review, consider link to fire alarm	May 2017	CC		
Non-Smoking Policy	Check that signs are in place	May 2017	CC		
Manual Handling and Lifting	Check on exemplar policies	May 2017	CC		
Overall Health and Safety					

Calendar of Tasks

January 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via Task List	1 st week January 2017	Clerk/Accountant	Add to Task List as necessary	
Agendas	Prepare Agenda – main meeting	Week 9 th January 2017	Clerk	Check template: 17...	
	Check content and any necessary papers	Week 9 th January 2017	Chair/Clerk		
	Send to Members – post on website/boards	Friday 13 th January 2017	Clerk	NB: include budget/guidance re: Precept	
	Prepare agendas – sub-committees	Week 23 rd January 2017	Chairs of Finance/Environment/Clerk		
	Send to Members – post on website	Friday 27 th January 2017	Clerk		
Meeting Dates	Remove January dates, post February dates/times	After meeting 19 th January 2017	Clerk		

Minutes	Take sub-committee minutes	Week 5 th January 2017	Clerk		
	Minutes checked by Committee Chairs	Week 9 th January 2017	Clerk		
	Above minutes to main meeting	Week 16 th January 2017	Clerk		
	Minutes from main meeting November 2016 to meeting	Week 16 th January 2017	Clerk		
	Sign and approve 3 sets of minutes	19 th January 2017	Clerk		
	Post approved minutes on website and notice boards	Week 23 rd January 2017	Clerk		
	Remove agenda details	Week 23 rd January 2017	Clerk		
	Check file approved minutes	Week 23 rd January 2017	Clerk		
Policies	Agree which policies should be reviewed	By May 2017	Task & Finish Group	Possibly: 1) Communication 2) Health & Safety 3) Complaints 4) Lone worker	
Radyr Chain	Submit article	By 15 th January 2017	Chair/Clerk	Remind by email – 2 nd January 2017	

Election Procedures	Suggest agenda item for February 2017	19 th January 2017	Chair		
Disposal of Records	Suggest agenda item for February 2017	Chair			
Health & Safety	Suggestions via policy				

Calendar of Tasks

January 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week January 2017	Chair of Finance/ Accountant/Clerk	Add to Task List as necessary	
Budget	Prepare draft Budget – discuss at Finance meeting	By 5 th January 2017	Chair/Chair of Finance/Chair of Environment/Members	Discuss with Assistant Clerk	
	Amend as necessary – incorporate OCR budget	By 19 th January 2017	Accountant/Chair of Finance		
	Agree Budget 2017-18 and adopt	By 19 th January 2017	Full Council		
	Discuss reserves	By 19 th January 2017	Full Council		
Precept	Discuss at full council	19 th January 2017	Full Council		
	Inform Cardiff Council of requested Precept	20 th January 2017	Clerk	*Sign request letter	
Pay	New rates of pay to be incorporated into	By 19 th January 2017	Accountant/Clerk	Subject to new staff structure	

	Budget				
3 rd Quarter of Bank Statement	Prepare ready for February Finance meeting	By 23 rd January 2017	Accountant		
Statement of Expenditure	Prepare for February Finance meeting. Expenditure -v- budget	By 23 rd January 2017	Accountant		
Radyr Guides	Send invoice re: grass cutting	By 19 th January 2017	Clerk		
	Discuss Guides applying for grant re: ground rent	By 19 th January 2017	Chair of Finance/Clerk	Complex arrangement needs simplifying	
Reserves	Discuss reserves	By 19 th January 2017	Full Council		
VAT	Discuss Q3	By 30 th January 2017	Full Council		

Calendar of Tasks

January 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check Task List	1 st week of Month	Chair of Environment/ Clerk	Add to list as necessary	
Finance	Liaise with Radyr Woods Wardens re: costs – Radyr Woods	By 5 th January 2017	Chair of Environment	Confirm cost of Boardwalk	
	Bill Guides for grass cutting	January	Clerk	Send for to Guides for Grant claim at same time	
	Pay Cooke & Arkwright – 5p	January	Clerk	RE: Bench at Heol Isaf/Woodfield Ave.	
	Finalise Environment Budget	1 st meeting in January	Accountant/Chair of Environment		
Christmas (See also event) Trees	Remove all Christmas trees	On or before 6 th January	Clerk/Contractor/ Volunteers	Check with RMA re: removal of their trees	
	Christmas lights – Station Road. Request removal	On or before 8 th January	Clerk/Contractor		

	date when ordering. Check all is well				
	Check Tree Survey solution to 5 year cycle	January	Clerk/Chair of Environment	Tree survey to be carried out on a 5 year cycle. Note which year it is, with 1 being the year of survey	
	Tree maintenance as required and agreed	January	Contractor/Clerk/Chair of Environment	Consult environmental officer	
Planning	Respond to any applications and decisions as necessary	January	Full Council		
Specific Issues	Address as necessary	January	Chair of Environment	Pass onto the appropriate meeting or Chair/Chair of Finance	

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January 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) Website/Notice Boards					
Meetings/Agendas	Post dates of meetings. Post agendas of sub-committee meetings	Ongoing	Clerk		
Minutes	Post minutes when approved at main meeting	After 19 th January 2017	Clerk		
Events Diary	Check re: dates of meetings	Weekly	Clerk		
Planning	Update on receipt of planning decisions	Weekly	Clerk		

Calendar of Tasks

January 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
5) R&MCC Projects					
Schools Literary Competition	Discuss details – schools	13 th January 2017	Cllr S McKerlich		
	Agree dates – presentation	30 th January 2017	Cllr S McKerlich		
	Emails to Judges re: dates	30 th January 2017	Clerk		
	Emails to schools re: dates	30 th January 2017	Clerk		
	Emails to Cemex – sponsorship	30 th January 2017	Clerk		
	Complete form – Library	16 th January 2017	Cllr S McKerlich		
Civic Service – Sunday 30 th April 2017	Invite Lord Mayor MP/AM	20 th January 2017	Clerk		
	Check Church booking	20 th January 2017	Clerk		

	Discuss charity representative	20 th January 2017	Cllr S McKerlich	Discuss with David Cargill	
	Book Garth Room – 2.00pm 30 th April	20 th January 2017	Clerk		
	Discuss musical item	13 th January 2017	Cllr S McKerlich Radyr Comp School		

Calendar of Tasks

February 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via task list	1 st week of	Clerk	Add to task list as necessary	
Agendas	• Prepare agenda – main meeting	Week	Clerk	Check template	
	• Check content and any necessary papers	Week	Chair/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
	• Prepare agendas – sub-committee	Week	Chair of Finance/ Environment/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times 	After meeting	Clerk		
Minutes	• Take sub-committee minutes	Week	Clerk		
	• Minutes checked by Committee Chairs	Week	Clerk		
	• Sub-committee	Week	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	minutes to main meeting <ul style="list-style-type: none"> Minutes from last main meeting checked at main meeting Minutes discussed, approved, signed Post approved minutes onto website, notice boards Remove agenda from website Prepare summary, post on website and notice boards Check and file approved minutes 	Week After meeting After meeting Week Week	Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk Clerk	Agree content with Chair	
Policies	Agree policies to be reviewed	By May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Elections	In year of Elections discuss at this main meeting	Mid February	Clerk/Council	Procedure to be set out	

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February 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week February 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Inland Revenue	Check information for new financial year	1 st week February 2017	Accountant/Clerk		
External Audit	Check information for new financial year	1 st week February 2017	Accountant/Clerk		
Moneysoft	Order new package	2 nd week February 2017	Accountant/Clerk		
Assets Register	Review register – check inclusions	2 nd week February 2017	Chair of Finance/ Environment/Clerk		
Financial Statement	Q3 statement. Expenditure -v- budget	For Finance initially – main meeting	Accountant		
Bank Reconciliation	Q3 bank reconciliation	For Finance meeting – main meeting			

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February 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Chair of Environment/ Clerk	Add to list as necessary	
Bulbs	Order Snowdrops in the green	1 st week February	Clerk	Part of planned yearly activity	
Radyr Woods	Order materials for Radyr Woods	As required	Clerk/Chair of Environment/Radyr Woods Wardens	Consult with Wardens re: requirements	
Repairs	Order materials needed for repairs/ improvements	February	Clerk	Consult with contractor (David Barnes)	
Outdoor Furniture	Discuss outdoor furniture – link to budget provision	February	Clerk	Consult with Chair of Environment	
Tree Maintenance	As required	Ongoing	Clerk		
Coppicing	As required	Ongoing	Clerk		
Planning	Respond to applications and	February	Full Council		

	decisions necessary	as				
Specific Issues	Address necessary	as	February	Chair of Environment/ Clerk		
Bird Boxes	Respond to request from Brownies re: bird boxes		February	Vice Chair		

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February 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) RMCC Events/Projects					
Civic Service/ Reception	Check Protocol Form if needed		Clerk		
	Discuss content of Church Service and details	3 rd week of the month	David Suthers/Sue McKerlich/Jenny Wigley – Rector		
	Email to Rector re: above	4 th week of month	Clerk		
	Invitees – check list and add requests	4 th week of month	Clerk		
	Email Youth groups re: colour parties	4 th week of month	Clerk	Discuss with Chair etc.	
	Check re: musical item	4 th week of month	Clerk	Email to Kate Morgan – Radyr Comp	
Schools Literary Competition	Check re: replies to emails a) Judges b) Schools c) CEMEX	4 th week of month	Clerk	In conjunction with Cllr McKerlich	

	d) Dignitaries				
RMA Festival	Discuss display at Fete	4 th week of month	Council/Clerk	Volunteers would be needed	

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March 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures Agendas	Check via task list	1 st week of	Clerk	Add to task list as necessary	
	• Prepare agenda – main meeting	Week	Clerk	Check template	
	• Check content and any necessary papers	Week	Chair/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
	• Prepare agendas – sub-committee		Chair of Finance/Environment/Clerk		
	• Send to Members – post on website/boards		Clerk		
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times 	After meeting	Clerk		
Minutes	• Take sub-committee minutes	Week	Clerk		
	• Minutes checked by Committee Chairs	Week	Clerk		
	• Sub-committee	Week	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	minutes to main meeting <ul style="list-style-type: none"> Minutes from last main meeting checked at main meeting Minutes discussed, approved, signed Post approved minutes onto website, notice boards Remove agenda from website Prepare summary, post on website and notice boards Check and file approved minutes 	Week After meeting After meeting Week Week	Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk Clerk	Agree content with Chair	
Policies	Agree policies to be reviewed	By May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Radyr Chain	Article to be written and sent to Editors	By 15 th March	Chair/Clerk		
Elections	In year of Elections discuss at this main	Mid February	Clerk/Council		

Area	Task	When	By Whom	Comments	Verified/Completed
	meeting				

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March 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week February 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Financial Regulations	Review and update Financial Regulations	1 st week March 2017	Chair of Finance/ Accountant/Clerk	Check that Finance Regulations and Standing Orders match	
External Audit	Check information for new financial year	1 st week March 2017	Accountant/Clerk		
Investment Strategy	Discuss and agree strategy	Finance meeting	Finance Committee	Money on deposit	
End of year accounts	Prepare	March 2017	Accountant	This may move to April	
Bank Reconciliation	Prepare	March 2017	Accountant		
VAT Return	Prepare	March 2017	Accountant		
Internal Auditor	Agree and appoint	March 2017	Chair and Main Committee		

Insurance	Check requirements	March 2017	Chair/Chairs of sub-committees/Accountant	Involve Clerk, check with RMA re: events etc.	
	Draft Policy	March 2017	Task & Finish Group		
3 Year Plan	Discuss practicality of 3 year Financial plan	March 2017	Full Council	Agenda item for March – tell Clerk	

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March 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Chair of Environment/ Clerk	Add to list as necessary	
Radyr Woods	Order materials for Radyr Woods	March	Clerk/Chair of Environment/Radyr Woods Wardens	Consult with Wardens re: requirements	
Repairs	Either place orders or check delivery of materials	March	Clerk	Consult with Radyr Wardens	
	Arrange for storage of materials	March	Clerk/Chair of Environment	Agree to carrying out any repairs	
Outdoor Furniture	Carry out check on condition of outdoor furniture – prioritise and order replacement	March	Environment Committee	Link to agreed budget provision and Health & Safety	
Grass Cutting	Carry out twice monthly	From early March	Clerk to contact contractor	List of areas on detailed budget sheet. May have to start early	

Tree Maintenance	As required				
Coppicing	As required	March		This can continue into early March	
Councillors Walk	To organise a walk in July and agree participants	March	Environment Committee/Chair	Suggested invitees: Rep – Radyr Woods Footpath Officer – Cardiff Council Conservation Officer – Cardiff Council Tree & Vegetation Manager – Cardiff Council Rep – Cardiff Rangers Other agreed guests	
Planning	Respond to applications and decisions as necessary	March	Full Council		
Specific Issues	Address as necessary	March	Chair of Environment/ Clerk		

Calendar of Tasks

March 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Schools Literary Competition	Check labels – Welsh versions	Week 13 th March 2017	Clerk		
	Posters to notice boards/schools/web/ Nick Hawkins	Week 13 th March 2017	Clerk		
	Buy prizes – check finance	Week 20 th March 2017	Cllr S McKerlich	Value dependent on Cemex	
	Check stationery	Week 20 th March 2017	Clerk		
	Check location of trophies	Week 13 th March 2017	Clerk		
Civic Service – Sunday 30 th April 2017	Book Robinsons	Week 6 March 2017	Clerk	Re: Civic Reception	
	Organise Church service	Week 13 th March 2017	Cllr Suthers Cllr McKerlich Rev J Wigley	Check Nick Hawkins	
	Arrange for Order of	Week 20 th March	Cllr S McKerlich		

	Service sheets	2017	Nick Hawkins		
	Arrange colour parties	Week 20 th March 2017	Scouts/Guides Cllr S McKerlich		
	List of Invitees – check Chair	1 st Week March 2017	Clerk		
	Send out invitations	2 nd Week March 2017	Clerk		
RMA Festival	Discuss possibility of display at fete	March	Clerk/Volunteers		

Calendar of Tasks

April 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via task list	1 st week of	Clerk	Add to task list as necessary	
Agendas	• Prepare agenda – main meeting	Week	Clerk	Check template	
	• Check content and any necessary papers	Week	Chair/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
	• Prepare agendas – sub-committee	Week	Chair of Finance/Environment/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times 	After meeting	Clerk		
Minutes	• Take sub-committee minutes	Week	Clerk		
	• Minutes checked by Committee Chairs	Week	Clerk		
	• Sub-committee	Week	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	minutes to main meeting <ul style="list-style-type: none"> Minutes from last main meeting checked at main meeting Minutes discussed, approved, signed Post approved minutes onto website, notice boards Remove agenda from website Prepare summary, post on website and notice boards Check and file approved minutes 	Week After meeting After meeting Week Week	Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk Clerk	Agree content with Chair	
Policies	Agree policies to be reviewed	By May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Radyr Chain	Provide article for Radyr Chain	By 15 th May	Chair/Clerk		
Elections	Check that all necessary actions and	Throughout month	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	procedures are followed				

Calendar of Tasks

April 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week April 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
HMRC	End of year final return	April 2017	Accountant	Give P60's to all employees	
Moneysoft	Start new financial year on payroll/ accountancy	1 st April 2017	Accountant/Clerk		
Annual Accounts	Begin new year	1 st April 2017	Accountant/Clerk		
Finance Meeting	Discuss necessity for May meeting	April 2017	Chair/Chair of Finance /Accountant		
End of Year Accounts	Prepare and discuss	April 2017	Chair/Chair of Finance /Accountant		
Financial Statement	Prepare Q4 account Expenditure -v- Budget	April 2017	Accountant		
Bank Reconciliation	Prepare Q4 reconciliation	April 2017	Accountant		

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Calendar of Tasks

April 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Chair of Environment/ Clerk	Add to list as necessary	
Radyr Woods	Arrange liaison meeting re: planned development	April	Environment Committee/Wardens		
Repairs	Check	April	Environment Committee/Contractor		
Outdoor Furniture	Check	April	Environment Committee/Contractor		
Grass Cutting	Discuss any problems/ issues	April	Clerk/Contractor		
Tree Maintenance	As required	April	Clerk/Chair of Environment		
Grants	Send application form to RMA/Radyr Wardens	April	Clerk/Chair of Environment		
Planning	Respond to applications and	April	Planning Committee		

	decisions necessary	as				
	Request update re: LDP		April	?? Councillors		
Specific Issues	Address necessary	as	April	Chair of Environment/ Clerk		

Calendar of Tasks

April 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Schools Literary Competition	Reminders re: dates	3 rd April 2017	Clerk		
	Invitations to presentation	3 rd April 2017	Clerk		
	Print certificates after judging	27 th April 2017	Clerk		
	List of prize winners to schools	28 th April 2017	Clerk		
	List of prize winners to web	28 th April 2017	Clerk		
	Display to Library	28 th April 2017	Cllr S McKerlich/Clerk		
	Arrange photographs for	30 th April 2017	Cllr S McKerlich		
Civic Service – Sunday 30 th April 2017	Information re: guests to Chair	By 17 th April 2017	Clerk		
	Check drinks requirements	By 17 th April 2017	Chair/Chair of Finance	Check current stock	

	Agree food purchase	By 24 th April 2017	Vice Chair		
	Purchase flowers	By 28 th April 2017	Vice Chair		
	Parking & VIP	30 th April 2017	Vice Chair		
	Seating lists	By 28 th April 2017		Check replies	
	Check speakers	By 26 th April 2017	Chair		
RMA Festival Display	– If agreed form working party	By 2 nd week April	Clerk/Volunteers		

Calendar of Tasks

May 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via task list	1 st week of	Clerk	Add to task list as necessary	
Agendas	• Prepare agenda – main meeting	Week	Clerk	Check template	
	• Check content and any necessary papers	Week	Chair/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
	• Prepare agendas – sub-committee	Week	Chair of Finance/Environment/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
AGM	• Prepare Agenda – check all areas covered	1 st Week	Clerk		
	• Check/review of list present	1 st Week	Clerk		
	• Check details of all members	After AGM	Clerk		
	• Code of Conduct,	After AGM	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	Declarations of Interest <ul style="list-style-type: none"> • Agree sub-committee Members 	After AGM	Clerk/Councillors		
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times • Agree dates for next year 	After meeting	Clerk		
Minutes	<ul style="list-style-type: none"> • Take sub-committee minutes • Minutes checked by Committee Chairs • Sub-committee minutes to main meeting • Minutes from last main meeting checked at main meeting • Minutes discussed, approved, signed • Post approved minutes onto website, notice boards • Remove agenda from website • Prepare summary, 	Week Week Week Week After meeting After meeting Week Week	Clerk Clerk Clerk Clerk Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	post on website and notice boards • Check and file approved minutes		Clerk	Agree content with Chair	
Policies	Agree policies to be reviewed	By May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Radyr Chain	Reminder re: article	By 15 th May	Chair/Clerk		
Elections	Check that all necessary actions and procedures are followed	Throughout month	Clerk		

Calendar of Tasks

May 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week May 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Finance Agenda	If necessary, send out Agenda	1 st week May 2017	Chair of Finance/Clerk	The Agenda may need to go out at end of April	
Annual Accounts	Prepared and sent out if possible	Last week in May	Chair of Finance/ Accountant		
Internal Audit	Review and plan any necessary changes	May 2017	Accountant/Full Council	? Agenda item for May meeting	
Grants	Approve and pay out any grants	May 2017	Clerk	? When this is discussed	
Insurance	Renewal paid	Due date in May	Accountant/Clerk	Double check with RMA	
Unity Trust Bank	Check signatories after Election	May 2017	Clerk		
Election expenses	Pay any due charges	May 2017	Clerk		

Calendar of Tasks

May 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Chair of Environment/ Clerk	Add to list as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Raising any new issues. Agree action, obtain quotes as needed	
Grass Cutting	Check re: any issues	May	Clerk/Contractor		
Grants - RMA	Check re: grant requests re: hanging baskets Station Rd. Pay when approved	May	Full Council/Clerk	RMA to complete appropriate application form	
Grant – Radyr Woods	Check re: grant request re: Wardens Radyr Woods. Pay when approved		Full Council/Clerk	Wardens to complete appropriate application form	
Quarry Meeting	Attend meeting	May	Community Council Representative	Check re: involvement of Clerk	
Planning	Respond to applications and	May	Planning Committee		

	decisions as necessary				
	Request update re: LDP	May	Planning Committee		
Specific Issues	Address as necessary	May	Chair of Environment/ Clerk		
Bird Boxes	Check arrangements for bird boxes with Brownies	May	Cllr Diment/Clerk		

Calendar of Tasks

May 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Schools Literary Competition	Attend presentations				
	Return entries to Schools				
	Article for Radyr Chain				
	Letters of thanks				
RMA Festival	Assess impact of display if it goes ahead	After event	Clerk/Volunteers		

Calendar of Tasks

June 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures Agendas	Check via task list	1 st week of	Clerk	Add to task list as necessary	
	<ul style="list-style-type: none"> • Prepare agenda – main meeting 	Week	Clerk	Check template	
	<ul style="list-style-type: none"> • Check content and any necessary papers 	Week	Chair/Clerk		
	<ul style="list-style-type: none"> • Send to Members – post on website/boards 	Week	Clerk		
	<ul style="list-style-type: none"> • Prepare agendas – sub-committee • Send to Members – post on website/boards 	Week	Chair of Finance/ Environment/Clerk Clerk		
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times • Agree dates for next year 	After meeting	Clerk		
Minutes	<ul style="list-style-type: none"> • Take sub-committee minutes 	Week	Clerk		
	<ul style="list-style-type: none"> • Minutes checked by 	Week	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	Committee Chairs <ul style="list-style-type: none"> • Sub-committee minutes to main meeting • Minutes from last main meeting checked at main meeting • Minutes discussed, approved, signed • Post approved minutes onto website, notice boards • Remove agenda from website • Prepare summary, post on website and notice boards • Check and file approved minutes 	Week Week After meeting After meeting Week Week	Clerk Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk Clerk	 Agree content with Chair	
Policies	Agree policies to be reviewed	By May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Radyr Chain	Reminder to Chair – copy by 15 th July		Chair/Clerk		
Committee Structure	Check that all details are complete				

Area	Task	When	By Whom	Comments	Verified/Completed

Calendar of Tasks

June 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week June 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
VAT	Produce return for Q1	June 2017	Accountant		
Internal Audit	Possibly receive, review and implement changes	June 2017	Accountant/Main Committee	Possibly moved from May	
Annual Accounts	To approve annual account 2016-17	Finance meeting/ Main meeting	Finance Committee/ Main Committee		
Annual Return	To approve Annual Return 2016-17	Finance meeting/ Main Meeting	Finance Committee/ Main Committee		
Annual Return	Send to External Auditors	By 30 th June 2017	Chair/Accountant/Clerk		

Calendar of Tasks

June 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Chair of Environment/ Clerk	Add to list as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Discuss any new issues. Agree and obtain quotes as needed	
Grass Cutting	Check re: any issues	June	Clerk/Contractor		
Thrashing Paths - Dan-Y-Bryn Woods	Request volunteers	June	Volunteers/ Environment Committee	Weather dependent – late June/early July	
Christmas Lights	Discuss with RMA – agree responsibilities	June	Clerk/Chair of Environment/RMA	If appropriate – organise dates for lights in Station Rd.	
Road Closure	Discuss with RMA – agree responsibilities	June	Clerk/Chair of Environment/RMA	Also agree date for lights to be removed by 6 th January 2018	
Planning	Respond to applications and decisions as necessary	June	Planning Committee		

Specific Issues	Address as necessary	June	Chair of Environment/ Clerk		
Bird Boxes	Check arrangements for bird boxes with Brownies	June	Cllr Diment/Clerk		

Calendar of Tasks

June 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Current no Events					

Calendar of Tasks

July 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via task list	1 st week of	Clerk	Add to task list as necessary	
Agendas	• Prepare agenda – main meeting	Week	Clerk	Check template	
	• Check content and any necessary papers	Week	Chair/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
	• Prepare agendas – sub-committee	Week	Chair of Finance/ Environment/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times • Agree dates for next year 	After meeting	Clerk		
Minutes	• Take sub-committee minutes	Week	Clerk		
	• Minutes checked by	Week	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	Committee Chairs <ul style="list-style-type: none"> • Sub-committee minutes to main meeting • Minutes from last main meeting checked at main meeting • Minutes discussed, approved, signed • Post approved minutes onto website, notice boards • Remove agenda from website • Prepare summary, post on website and notice boards • Check and file approved minutes 	Week Week After meeting After meeting Week Week	Clerk Clerk Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk Clerk	Agree content with Chair	
Policies	Agree policies to be reviewed	By May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Radyr Chain	Article to be prepared and sent	By 15 th May	Chair/Clerk		

Calendar of Tasks

July 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week July 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Bank Reconciliation	Prepare Q1 reconciliation	July 2017	Accountant		
Financial Statement	Quarterly account Expenditure -v- budget	July 2017	Accountant		
Internal Audit	Q1 internal audit	July 2017	Appointed Councillor		
Right to Inspect	Display notice informing public of right to inspect accounts once audit received	July 2017	Clerk		
Finance Meeting	Decide if Finance meeting necessary in August	Jul 2017	Chair of Finance/ Council Members		

Calendar of Tasks

July 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Clerk	Add to list as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Discuss any new issues. Agree and obtain quotes as needed	
Grass Cutting	Check re: any issues	July	Clerk/Contractor	Twice monthly	
Footpath Signage	Discuss location and cost – link to Budget	July	Environment Committee	Signs will need to be ordered and then erected	
Councillors Walk	Agree date and alternative in case of poor weather	July	Chair of Environment	See March	
Planning	Respond to applications and decisions as necessary	July	Planning Committee		
Specific Issues	Address as necessary	July	Chair of Environment/ Clerk		

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Calendar of Tasks

July 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Christmas Meal	Agree date and venue	July meeting	Chair and Council		

Calendar of Tasks

August 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via task list	1 st week of	Clerk	Add to task list as necessary	
Agendas	• Prepare agenda – main meeting	Week	Clerk	Check template	
	• Check content and any necessary papers	Week	Chair/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
	• Prepare agendas – sub-committee	Week	Chair of Finance/Environment/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times 	After meeting	Clerk		
Minutes	• Take sub-committee minutes	Week	Clerk		
	• Minutes checked by Committee Chairs	Week	Clerk		
	• Sub-committee	Week	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	minutes to main meeting <ul style="list-style-type: none"> • Minutes from last main meeting checked at main meeting • Minutes discussed, approved, signed • Post approved minutes onto website, notice boards • Remove agenda from website • Prepare summary, post on website and notice boards • Check and file approved minutes 	Week After meeting After meeting Week Week	Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk Clerk	Agree content with Chair	
Policies	Agree policies to be reviewed	After May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Radyr Chain	Remind Chair re: date of submission of next article	August	Clerk		

Calendar of Tasks

August 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week June 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	

Calendar of Tasks

August 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Clerk	Add to list as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Discuss any new issues. Agree and obtain quotes as needed	
Grass Cutting	Check re: any issues	August	Clerk/Contractor	List of areas – Budget Twice monthly	
Knotweed	Check – in particular Dan-y-Bryn Woods	August	Clerk/Contractor	Instruct contractor to deal with Knotweed reported on managed land	
Thrashing	Check paths and arrange actions as necessary	August	Clerk/Chair of Environment	Weather dependent. Late August/early September. May not be needed	
Planning	Respond to applications and decisions as necessary	August	Planning Committee		

Specific Issues	Address necessary	as	August	Chair of Environment	

Calendar of Tasks

August 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Events	No specific events				

Calendar of Tasks

September 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures Agendas	Check via task list	1 st week of	Clerk	Add to task list as necessary	
	• Prepare agenda – main meeting	Week	Clerk	Check template	
	• Check content and any necessary papers	Week	Chair/Clerk		
	• Send to Members – post on website/boards	Week	Clerk		
	• Prepare agendas – sub-committee		Chair of Finance/Environment/Clerk		
• Send to Members – post on website/boards		Clerk			
Meeting Dates	<ul style="list-style-type: none"> • Remove dates • Post dates/times 	After meeting	Clerk		
Minutes	• Take sub-committee minutes	Week	Clerk		
	• Minutes checked by Committee Chairs	Week	Clerk		
	• Sub-committee	Week	Clerk		

Area	Task	When	By Whom	Comments	Verified/Completed
	minutes to main meeting <ul style="list-style-type: none"> Minutes from last main meeting checked at main meeting Minutes discussed, approved, signed Post approved minutes onto website, notice boards Remove agenda from website Prepare summary, post on website and notice boards Check and file approved minutes 	Week After meeting After meeting Week Week	Checked – Chair Clerk Sub-committee Chairs Chair/Council Clerk Clerk Clerk	Agree content with Chair	
Policies	Agree policies to be reviewed	After May 2017	Task & Finish Group	Rolling programme – identify, review, present to meeting	
Radyr Chain	Provide article	By 15 th September	Chair/Clerk		
Risk Assessment	Check re: review date	Main meeting	Clerk/Councillors		

Calendar of Tasks

September 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week June 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Community Requests	Advertise availability of funds for Grants	September	Clerk		
Audit	Display conclusion of Audit notice	September	Clerk		
VAT	Produce VAT refund for Q2	September	Accountant		
Financial Statement	Q1 account – accept expenditure -v- budget	By Finance Meeting in September	Accountant		
Bank Reconciliation	Accept reconciliation Q1	By Finance Meeting in September	Accountant		

Calendar of Tasks

September 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Clerk	Add to list as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Discuss any new issues. Agree and obtain quotes as needed	
Grass Cutting	Check re: any issues	September	Clerk/Contractor	Discuss any issues with Clerk/Contractor	
Bird Boxes	Discuss making of bird boxes with schools	September	Members of Environment Committee		
Planning	Respond to applications and decisions as necessary	September	Planning Committee		
Specific Issues	Address as necessary	September	Chair of Environment		

Calendar of Tasks

September 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Monthly Procedures	Check Task List	1 st week of month	Clerk	Only relevant if new events proposed	
Remembrance Sunday	Check that relevant wreath has been ordered	September	Clerk		
	Check letter from Queen	September	Ian Ogden/Roy Scott		
	Liaise with Organisers re: times	September	Clerk		
	Check Tennis Club booking and catering/bar	September	Clerk/Tennis Club		
	Agenda item for Main Committee Meeting	September	Chair/Clerk		
Christmas Meal	Check and agree list of attendees	September	Chair/Clerk		

Calendar of Tasks

October 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via Task List	1 st week	Clerk/Accountant	Add to Task List as necessary	
Agendas	Prepare Agenda – main meeting	Week	Clerk	Check template: 17...	
	Check content and any necessary papers	Week	Chair/Clerk		
	Send to Members – post on website/boards	Friday	Clerk	NB: include budget/guidance re: Precept	
	Prepare agendas – sub-committees	Week	Chairs of Finance/Environment/Clerk		
	Send to Members – post on website	Friday	Clerk		
Meeting Dates	Remove October dates, November dates/times	After meeting	Clerk		

Minutes	Take sub-committee minutes	Week	Clerk		
	Minutes checked by Committee Chairs	Week	Clerk		
	Above minutes to main meeting	Week	Clerk		
	Minutes from main meeting November 2016 to meeting	Week	Clerk		
	Sign and approve 3 sets of minutes		Clerk		
	Post approved minutes on website and notice boards	Week	Clerk		
	Remove agenda details	Week	Clerk		
	Check file approved minutes	Week	Clerk		
Policies	Agree which policies should be reviewed	After May	Task & Finish Group	Possibly: 1) Communication 2) Health & Safety 3) Complaints	
Radyr Chain	Submit article for November edition	By 15 th November 2017	Chair/Clerk	Remind by email	

Election Procedures	Suggest agenda item for February 2017	19 th January 2017	Chair		
Disposal of Records	Suggest agenda item for February 2017	Chair			
Health & Safety	Suggestions via policy				

Calendar of Tasks

October 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week June 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Project Expenditure	Ideas to be provided for draft Budget 2018-19	October 2017	Council Members		
Financial Statement	Q2 statement Expenditure -v- budget	October 2017	Accountant		
Bank Reconciliation	Prepare Q2 reconciliation	October 2017	Accountant		
Community Requests	Evaluate any funding requests	October 2017	Full Council		
Risk Assessment	Review Risk Assessment prior to Audit	October 2017	Task & Finish Group		

Calendar of Tasks

October 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Clerk	Add to list as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Discuss any new issues. Agree and obtain quotes as needed	
Grass Cutting	Check re: any issues	Twice monthly	Clerk/Contractor	List of areas detailed in Environment Budget	
Christmas Arrangements	Arrange meeting to decide dates of event and dates of removal of trees/lights. When agreed inform contractor	Early October	Clerk	To include RMA, David Barnes, key volunteers, Chair of Environment	
Grant Aid	Discuss possibility of amount to RMA re: removal of trees	As above	Meeting attendees		
Christmas Trees	Order trees:	October	Clerk	Trees - Order: Henry	

	1) Windsor Gardens 2) Granny Park 3) Sidings			Humphreys, Usk Castle, Tel: 01291 672563 Trees – Transport: James & Powell, 01633 450550 Trees – erection & removal: David Barnes	
Christmas Lighting	Place order for lighting	October	Clerk	Flood Lighting & Electrical services, Tel: 01443 226009 Liaise with RMA re: dates	
School Liaison	Liaise with schools and ????? re: choirs for lighting event	October	To be agreed	Some concerns expressed re: Granny Park - ?? timing	
Motte	To liaise with Cardiff Council and provide volunteer help	Ongoing	Via Clerk	Contact Council re: grass cutting and Motte management. Once dates agreed – upload on website – inform Council	
Skate Park	Responsibility of Cardiff Council but sensible to check and report any damage	July/October	Any Member of Council	Users do not know how to report damage – establish link	
Planning	Respond to	October	Planning Committee		

	applications decisions necessary	and as				
Specific Issues	Address necessary	as	October	Chair of Environment		

Calendar of Tasks

October 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Monthly Procedures	Check Task List	Early October	Clerk		
Remembrance Sunday	Remind Members of arrangements/times and date	October	Clerk		
	Agenda item for main committee	October	Chair/Clerk		
	Arrange details re: provision of tea and coffee	October	Chair/Clerk		
	Check re: wreath	October	Chair/Clerk		
RMA Festival	Discuss RMCC involvement in next Festival	October	Full Council		

Calendar of Tasks

November 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via Task List	1 st week	Clerk/Accountant	Add to Task List as necessary	
Agendas	Prepare Agenda – main meeting	Week	Clerk	Check template: 17...	
	Check content and any necessary papers	Week	Chair/Clerk		
	Send to Members – post on website/boards	Friday	Clerk	NB: include budget/guidance re: Precept	
	Prepare agendas – sub-committees	Week	Chairs of Finance/Environment/Clerk		
	Send to Members – post on website	Friday	Clerk		
Meeting Dates	Remove dates, post dates/times January 2018	After meeting	Clerk		

Minutes	Take sub-committee minutes	Week	Clerk		
	Minutes checked by Committee Chairs	Week	Clerk		
	Above minutes to main meeting	Week	Clerk		
	Minutes from main meeting October 2016 to meeting	Week	Clerk		
	Sign and approve 3 sets of minutes		Clerk		
	Post approved minutes on website and notice boards	Week	Clerk		
	Remove agenda details	Week	Clerk		
	Check file approved minutes	Week	Clerk		
Policies	Agree which policies should be reviewed	After May	Task & Finish Group	Possibly: 1) Communication 2) Health & Safety 3) Complaints	
Radyr Chain	Submit article	By 15 th November 2017	Chair/Clerk	Remind by email	
Election Procedures	Suggest agenda item	19 th January 2017	Chair		

	for February 2017				
Disposal of Records	Suggest agenda item for February 2017	Chair			
Health & Safety	Suggestions via policy				

Calendar of Tasks

November 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week June 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Project Expenditure	Ideas to be provided for draft Budget 2018-19	October 2017	Council Members		
Financial Statement	Q2 statement Expenditure -v- budget	October 2017	Accountant		
Bank Reconciliation	Prepare Q2 reconciliation	October 2017	Accountant		
Community Requests	Evaluate any funding requests	October 2017	Full Council		
Risk Assessment	Review Risk Assessment prior to Audit	October 2017	Task & Finish Group		

Calendar of Tasks

November 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check task List	1 st week of month	Clerk	Add to list as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Discuss any new issues. Agree and obtain quotes as needed	
Grass Cutting	Last cut	November	Clerk/Contractor	Check all payments have been made re: grass cutting	
Christmas Tree Lights	Check all lights working. Order new lights if needed	Early November	Clerk to arrange	Check with Chris St Leger	
Road Signs	Contact Highways re: loan of road closure signs	Early November	Clerk		
Christmas Lighting	Place order for lighting	October	Clerk	Flood Lighting & Electrical services, Tel: 01443 226009 Liaise with RMA re: dates	

School Liaison	Liaise with schools and re: choirs for lighting event	Early November	To be agreed		
War Memorial	Check re clean up	Week prior to Remembrance Sunday	Clerk/David Barnes		
Planning	Respond to applications and decisions as necessary	November	Planning Committee	Check website	
Specific Issues	Address as necessary	November	Chair of Environment		

Calendar of Tasks

November 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Monthly Procedures	Check Task List	November	Clerk		
Remembrance Sunday	Encourage Members to attend Service and/or gathering at Tennis Club – send reminder	Early November	Clerk		
Christmas Meal	Check acceptances for Christmas meal	Mid November	Clerk		
Christmas Tree Lighting	See Environment				

Calendar of Tasks

December 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
1) General					
Monthly Procedures	Check via task list	1 st week December 2017	Accountant/Clerk	Add to task list as necessary Check template	
Agendas	Prepare sub-committee agendas – Finance/Environment	Monday 19 th December	Clerk	Correct template 17...	
	Check content – prepare any papers	Monday 19 th December 2017	Sub-committee/Chair/Clerk		
	Send to Members – place on website	Thursday 22 nd December 2017	Clerk	Send early – office closed from 23 rd December 2017 – 2 nd January 2017	
Meeting Dates	Check dates/times –	Thursday 22 nd December 2017	Clerk		
	Post above on Boards				
Minutes	Check November Minutes – send to Chair	By 19 th December 2017	Clerk		
	Check – prepare for			NB: No meeting in	

Area	Task	When	By Whom	Comments	Verified/Completed
	approval 19 th January 2018			December	
Minute File	Check – add approved Minutes. October 2016 sub-committee, November 2017	Friday 2 nd December 2017	Clerk		
	Request allowance in Budget re: binding	Check 5 th December 2017	Chair of Finance/Clerk		

Calendar of Tasks

December 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
2) Finance					
Monthly Procedures	Check via Task List	1 st week December 2017	Chair of Finance/ Accountant/Clerk	Add to list as necessary	
Budget	Councillors check draft Budget	December 2017	All Councillors		
	Discuss – Chairs of sub-committees	December 2017	Chair of Finance/ Environment		
	Consider Councillors requests	December 2017	Accountant/Chair of Finance		
	Amend and circulate with Agenda	January 2018	Accountant/Chair of Finance	Also discuss and familiarise Assistant Clerk with Budget	
	Agree required Precept	January 2018	Chair/Chair of Finance/ Main Committee	Agree recommended level before meeting	
VAT	Complete return Q3 – November 2016	December 2017	Accountant		
OCR	Review re: budget 2017-18	By 30 th November 2017	OCR Management Committee	Incorporate in main Budget	

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Calendar of Tasks

December 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
3) Environment					
Monthly Procedures	Check Task List	1 st week of	Clerk	Add to Task List as necessary	
Tree Maintenance	As required	Ongoing	Environment Committee	Discuss any issues Agree actions Obtain quotes	
Christmas Trees	Erect trees on 3 sites	Early December	Chair of Environment/ Contractor/Volunteers	Chris St Leger to organise lights	
	Arrange for trees to be taken down	Early December	Contractor		
	Attend lighting of trees	Agreed date	All Members		
Christmas Lights	Monitor lights – report to Contractor if necessary	Ongoing	All Members report to Clerk		
Budget	Circulate proposed Environment Budget. Discuss requirements	Ongoing November/December	Chair of Finance/Chair of Environment and Members of Environment		

			Committee		
Planning	Respond to applications and discuss as necessary	December	Planning Committee		
Specific Issues	Address as necessary	December	Chair of Environment		

Calendar of Tasks

December 2017 – Specific Tasks

Area	Task	When	By Whom	Comments	Verified/Completed
4) R&MCC Events/Projects					
Christmas Meal	Check replies/ Send reminders	By 2 nd December 2017	Clerk		
	Choose and order wine/check menu choice	By 12 th December 2017	Chair of Finance/Clerk		
	Numbers to Golf Club. Check table layout	By 15 th December 2017 & 19 th December 2017	Chair		
Christmas Tree Lighting	See Environment	Ongoing	Chair of Environment/ Clerk		
Schools Literary Competition	Check file re: timetable	By 22 nd December 2017	Clerk/Cllr S McKerlich		
	Request increase in budget	By 16 th December 2017	Cllr S McKerlich	Email to be sent to Cemex	
	Check Library booking	By 22 nd December 2017	Cllr S McKerlich		
Civic Service	Check file timetable	By 22 nd December	Clerk/Cllr S McKerlich		

		2017			
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