

Yearly planner 2025

	January	February	March	April	May	June	July	August	September	October	November	December
Deacon's and Elder's For Church Member's meeting and AGM lunch to be made by attendee's	9.30am- Elders 7 th	9.30am- Elders 4 th	9.30am- Elders 4 th 31st Review Details of office doc	Trustees meeting 15 th 1pm-2pm 9.30am- Elders 8 th	Church Member's meeting 18 th 12.15pm Presentation of annual report CC 9.30am -Elders 6 th	9.30am- Elders 3 rd	9.30am- Elders 8 th	Year-end accounts to be done	9.30am- Elders 9 th	Trustee's meeting October 14 th 1pm-2pm Leaders reports in by 20 th 9.30am- Elders 7 th	Church AGM 23 rd November @ 12.15pm Annual accounts and Charities commission report (as per 17.1 Church Constitution) to be presented and agreed at AGM 9.30am- Elders 4 th	
COG & Deacon's meetings all at 1pm	JAN 14 th see below Review all risk assessments				MAY 13 th see below		July 8 th Leader's morning		SEPT 16 th see below <i>Considering Allegations questions</i>			
JUICE meetings					11 th						2nd	
Meetings for planning On Zoom 4pm			17 th Palm Sunday to Resurrection Sunday meeting		Church Annual questionnaire		7 th July Holiday connect meeting			20 th Oct – Christmas services planning		
Purchases		ICO £40	CCLI licence £132.00	Insurance £308 Zoom 23 rd					Streaming license £34		PAT testing £40	
Gospel Eldership at 9.30am	21 st	18 th	18 th	22 nd	20 th	17 th	22 nd		23 rd	21 st	18 th	
Family services		23 rd	18 th Good Friday 20 th Resurrection Sunday		25 th		20 th			26 th		
Events and planning 4pm Sunday		Planning Easter Sunday 16 th 4pm on Zoom	Fire Drill (Main Hall) <i>March 28th Church supper</i>		Week of prayer 12 th – 16 th 6.30pm start	Holiday Connect Sunday 8 th 4pm on Zoom				Light party 31 st Christmas planning Sunday 5 th 4pm on Zoom	Fire Drill (In JUICE)	Christmas Carol service
Conferences						EMA- Men June				MWC - Women TBC		
Nepal meetings And lunch at Mark and Mary's	26 th Book flights			27 th					28 th			

List of policies to be reviewed in COG meetings

January	May	September
<ul style="list-style-type: none"> ! Privacy notice, ! Equal opportunities, ! Grants ! Handling and storage of DBS information ! Constitution ! Welsh language ! Environment policy. 	<ul style="list-style-type: none"> ! Church rules ! Basis of faith ! Communication by email ! Conflict of interest ! Financial procedures ! Reserves policy. 	<ul style="list-style-type: none"> ! Health and Safety policy strategy ! Fire drill ! Safeguarding ! Data protection

List of guided reading for all trustees

<p>The Essential Trustee The essential trustee: what you need to know, what you need to do (CC3) - GOV.UK (www.gov.uk)</p>
<p>Safeguarding and protecting people for charities and trustees Safeguarding and protecting people for charities and trustees - GOV.UK (www.gov.uk)</p>
<p>15 questions trustees should ask themselves Charity governance, finance and resilience: 15 questions trustees should ask - GOV.UK (www.gov.uk)</p>
<p>Charity governance code Home — Charity Governance Code</p>
<p>Charity trustees and decision making It's your decision: charity trustees and decision making - GOV.UK (www.gov.uk)</p>
<p>How to report a serious incident How to report a serious incident in your charity - GOV.UK (www.gov.uk)</p>
<p>Managing charity finances Managing charity finances - GOV.UK (www.gov.uk)</p>

REVIEW MEETINGS 2025

<u>MEETINGS</u>	<u>WHEN</u>	<u>WHO CAN ATTEND</u>	<u>WHY</u>
<i>C.O.G & DEACON'S</i>	Three monthly	Leaders + Church	To plan, implement and review the yearly planner which involves the day to day life of the Church. Reviewing of policies, please contact Dawn for the policy if needed.
<i>CHURCH</i>	May	Members	To actively encourage the involvement of all Church Members
<i>CHURCH</i>	November	Members	To actively encourage the involvement of all Church Members A.G.M
<i>ELDERS</i>	Monthly	Elders	To pray, plan and fulfil the Church's vision
<i>JUICE</i>	6 Monthly	Members	To plan, implement and review all Children's work
<i>NEPAL</i>	(Jan, April and Sept)	All	To pray and plan for Global Mission
<i>SAFEGUARDING</i>	6 Monthly	Leader + Deputy	To plan and review all safeguarding issues
<i>TRUSTEES</i>	6 Monthly	Trustees	To plan, implement and review our responsibilities as Trustees
<i>PLANNING MEETINGS</i>	3 Monthly approx.	All if want to	To plan and co-ordinate key services in the Church calendar

In addition, Deacons are encouraged yearly to meet with the Elder's to discuss their PAR's and to pray.