

## Compliance Advisory Group Report June 2026

### Annual Plan Actions and Policy Reviews for June

|      |                                                 |         |
|------|-------------------------------------------------|---------|
| June | Appoint Internal Auditor for the following year | Full PC |
|------|-------------------------------------------------|---------|

### Proposal that BPC appoints CAPALC as internal auditor for 26-27

### No policies for approval this month

### Advisory Groups and Committees

A REMINDER please let the Clerk have your Terms of Reference with suggested revisions and the confirmed membership by July if possible. For approval at the September meeting

### Elections

PLEASE NOTE Requirement to complete expenses form

**DPI forms** these are to be completed by all Councillors. HDC to inform any councillors who have not completed these.

### Audit Recommendations

The report on the Internal Audit checklist was very positive with a few formal recommendations for which we have an Action Plan. See attachment.

### Revision of remit for Compliance Group

It is suggested that the Compliance group continues in a revised format. A small group of Councillors will act as a support to the Parish Clerk and the Chair and Councillors of the Council. The Members of the Group will select one of the Councillors to report back to the Chair and the full council. The group has considered its remit and asks the Council to approve the group undertaking responsibility for staffing documentation, communications policies and processes and monitoring the website to ensure content is current. The group will invite specific councillors to support in their areas of expertise, e.g. GDPR policies

| <b>AUDIT CHECKLIST RECOMMENDATIONS ACTION PLAN</b>                                                                                                                                                       |                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommendation                                                                                                                                                                                           | Action                                                                                                                                             |
| Effective budgetary procedures are in place. The precept and budget were agreed in full council and minuted. Budget has been reviewed during the year. However budget review must be clearly minuted     | Where the reconciliation has been completed, the Clerk presents Budget Review for consideration by full Council and the review is formally minuted |
| Councillors should also periodically sign off bank reconciliation in addition to the clerk.                                                                                                              | Chair to regularly formally sign off bank reconciliations when completed.                                                                          |
| The ICO Model Publication Scheme has been adapted by the Council – it is recommended that the ICO template is used.<br><br>Data log and ROPA – noted that these are scheduled to be completed July 2026. | The auditor informed us there is an updated template, which we will use in due course<br><br>These will be brought to full Council in July         |
| Review accessibility statement in place and overall website accessibility.                                                                                                                               | Commission IT support to carry out accessibility review of website. Then Compliance Group will review accessibility statement                      |