

Compliance Advisory Group Report March 2026

Annual Plan Actions and Policy Reviews for March

March	Annual Appraisals / salary review – Clerk's to be done 1 st , then all the staff	Chair and the Clerk
	Review of Pension contribution	Finance Chair
	Prepare for Annual Parish meeting / Assembly (between 1 Mar to 1 Jun)	Chair of BPC and Clerk
	Approval of Annual Risk Assessment and Management to PC	BPC
	Annual Play Area Risk Assessment (Fenland Leisure) by 31 Mar and Wicksteed for Zip wire and Bouldering Wall	Clerk/Asst Clerk and VMC
	Annual Policy Check To Review: 1) Financial Risk Policy 2) Reserve's Policy To Review: The approval of the use of BACS shall be renewed by resolution of the council at least every two years. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years. <i>Next review March 2026</i>	RFO and Chair of Finance Advisory group
	Cloud Next Renewal (DD from the PC corporate credit card) - <i>Cloud Next site it seems they only take credit or debit cards.</i>	Automated DD 16 th March, <i>need to make sure there are sufficient funds in corporate card</i>
	Review Groundsmen's Task Schedule	VMC
	Renew HDC Tree contract – Aril / May	Green infra/ Clerk

Risk Management Plan

Cllrs Gregory and Underwood and the Clerk undertook a first review of Risk Management Plan. This was circulated to all Councillors in February for comment. No comments were received. A final check was made and no further amendments were made the group therefore proposes:

Proposal: Buckden Parish Council approves the Risk Management Plan for 2026 2027

Email footers

Please note that the Council will be audited in April/ May. And a number of checks will be made on or policies and procedures. One of the requirements is that all Councils must include the following footer on their emails.

This email or any attachment is confidential, intended for the addressee only. If the email has been mis-directed, please delete it and inform the sender. The email may contain personal data as defined under the UK General Data Protection Regulation 2018 (UK GDPR). Please note that where permitted under UK GDPR, correspondence with the Council may be viewed by other authorised persons or organisations under the Freedom of Information Act 2000 (FOIA). If you believe that you cannot process this correspondence without the personal data, you must contact the Council to arrange a sharing agreement under the terms of the UK GDPR.

In addition, it would be helpful if the following could be incorporated.

PLEASE SUBSCRIBE TO THE PARISH COUNCIL NEWS LETTER via the Parish Council web site <https://buckdenpc.org.uk/>

Please 'like' to follow our new Facebook page:

<https://www.facebook.com/Buckden-Parish-Council-101476219095385>

There are a number of Councillors who still do not do this. Please contact the Clerk if you are unable to do this and she will facilitate support for you.

Website

We will undertake an annual review of the website. If there is anyone who would like to assist in this then please contact Cllr Underwood or the Clerk. There is a section on the website about councillors where we ask for potted biography. There are a number of councillors who have not completed this please do check the website and if you have not completed this, please do so and provide that information to the Clerk asap.

Elections

The whole Parish Council (15 seats) will be up for election on Thursday 7th May. It is hoped that all current councillors will agree to their names going forward for election. Unless there are more than the 15 names put forward there will be no formal election process but none the less your status will change to elected Council which will mean we can apply for the Local Council Award. The process is outlined below:

If you wish to continue as a Parish Councillor, please visit Hunts DC website here [Upcoming Elections May 2026 - Huntingdonshire District Council](#) . This page includes a link to the [nomination paper on the Electoral Commission website](#) to download. Please ask the Parish Council Clerk if you need any help.

Nomination papers can be delivered on any day between Monday 30 March 2026 and close at 4.00pm on Thursday 9 April 2026. This is a legal deadline and cannot be extended. Nomination papers must be delivered **by hand** to Hunts DC offices in Pathfinder House, Huntingdon between the hours of 9.00am and 5.00pm each working day during this period (Hunts DC will not accept nominations on Good Friday or Easter Monday which fall within the nomination period).

Hunts DC encourage to make an appointment to submit a nomination paper and invite to email elections@huntingdonshire.gov.uk

If you are inexperienced in the nominations process, or simply need advice, please get in touch with Hunts DC elections Team by either emailing to elections@huntingdonshire.gov.uk or telephoning (01480) 388129.

PLEASE NOTE the Clerk will be happy to provide nomination papers and help with the completion of the forms if you are new to this process

Policies

As mentioned in last month's report Cllrs Gregory and Underwood and the Clerk are undertaking a review of the current policy list and the review dates. Suggested revisions will be brought to Council in due course. In the meantime, some policies are being reviewed.