

Compliance Advisory Group Report September 2024

Standing Orders

Please note the changes made to the Standing Orders below.

Standing Orders Section 5 j l states that [At the Annual Meeting of the Council]
Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include [amongst other items]

- vi Review of the terms of reference for committees and Advisory groups;*
- vii Appointment of members to existing committees or Advisory groups;*
- viii Appointment of any new committees or Advisory groups in accordance with standing order 4;*

Whilst this will remain the case for Committees is not always possible to ensure that this can be completed for all Advisory Groups in time for the Annual Meeting. The proposal is therefore to amend Standing Orders to allow for the election of chairs, review of Terms of Reference and confirmation of membership of Advisory Groups to take place at any point between the May annual meeting and the September Council meeting. Therefore the following addition to the Standing Orders is proposed

Proposal to amend Standing Orders as below:

- ix In the case of Advisory Groups, the requirement to complete vi to viii will not be required by the Annual Meeting but can be completed any time between the May annual meeting and the September Council meeting*

Operational Plan

The Parish Council approved the new Operational Plan objectives at the March PC meeting. This followed the strategy meeting where all groups discussed their plans for the next Council year. These objectives have now been incorporated into the revised Community Action Plan. The revised plan has been circulated for your information and is on the PC website.

The Community Action Plan runs until 2025 so will need to be reviewed and revised next year. Councillors' views on how to do this would be helpful. It was part of the Neighbourhood Plan Group's remit, as the Neighbourhood Plan Group is being reinstated it may be part of their new Terms of Reference.

Committees and Advisory Groups

Terms of Reference

All ToR for the Advisory Groups have been revised to include the Operational Plan objectives and we have added two further changes

- 1) Amendment to the timings of the confirmation of Chairs and membership of the groups.

The Chairman is selected/elected at the Annual Parish Council meeting or failing this at the first meeting of the Advisory Group after the Annual Parish meeting. The selection of Chair and membership of the group must be confirmed by the September Parish Council meeting.

- 2) Ensuring the quorum always has at least one Councillor

The quorum shall be 3 members of the AG, at least one of whom must be a Councillor

Proposal: To agree the amendments to all Advisory Groups Terms of Reference.

New Advisory Groups

During the year the group that leads on the development of the Hub and in particular the development of youth activities has become increasingly active. It is therefore proposed that a new Advisory Group is formed to be known as the Buckden Integrated Hub and Youth Advisory Group

Proposal: To agree to the formalisation of the Buckden Integrated Hub and Youth Advisory Group

As noted above it has been agreed that the Neighbourhood Plan group should be reformed in the light of the need to respond to the HDC Local Plan. Terms of reference and membership to be formally agreed.

Proposal: To reinstate the Neighbourhood Plan Advisory Group

Allotments Advisory Group

Following the resignation of one of the co-opted members of the Allotments Advisory Group the group would like to propose the co-option of allotment holder Peter Lu.

Proposal: To co-opt Peter Lu to the Allotments Advisory Group

Membership of Groups

The current and proposed AG membership is attached for review.

Annual Plan

Actions for September

	Comment
Receive Grant Applications	Reviewed at FAG in year requests for grants and donations were discussed at FAG. This refers to applications for grants in the next financial year. It is not practical to expect this at this stage as most people who wish for grants and donations are not aware of the deadline. Finance Regs must reflect this The Clerk will remind the Village Hall Trust. The Vice Chair will contact the Village Club so they can advise about any requirements

	they might have which would go through VHT
Review Allotment Rent	For discussion at Allotments AG 2 nd September
Check the Hunts End Tree and the lights – electrician and handymen – prep for Christmas Lights switch on	The Clerk and Asst Clerk. Electrician to be commissioned to carry out work
Ask the handymen to check each salt bin currently in place, and updating on what they find e.g. 25%, 50%, 75% or 100% full.	The Clerk and Asst Clerk. This is on the handyman's yearly schedule
Reporting on External Audit completion	The auditors Littlejohn will contact us – they will send their report and a Notice which we will need to publish

Audit for 25-26

Following the discussion at June's BPC it was recommended that we appoint same internal auditors for next year. This requires a formal proposal which should have come to July's meeting. It is therefore being proposed now.

Proposal: To appoint CAPALC as internal auditors for 2025-26