

Compliance Oversight Group Report September 2026

Annual Plan Actions and Policy Reviews for September

Receive Grant Applications	RFO and Finance Oversight Group	Clerk to report
Review Allotment Rent	Allotments group	To be discussed at the Allotments Group September meeting and recommendation brought to council in October
Reporting on External Audit completion	The Clerk	
Check the Hunts End Tree and the lights – electrician and handymen – prep for Christmas Lights switch with contractor	Staffing Group/ Clerk	
Ask the handymen to check each salt bin currently in place, and updating you on what they find e.g. 25%, 50%, 75% or 100% full.	Clerk/ Asst Clerk	

ToR and membership of groups and Committees awaiting information from:

- Large Scale Planning,
- Neighbourhood Plan
- Village Maintenance .

Policy review and approval

To review and approve Investment Policy/Strategy

Financial Risk Management Policies due to be approved at the July meeting have now been reviewed and minor amendments made. These policies are:

- Risk Assessment – Strategic Financial Risks
- Risk assessment – use of online banking to make electronic payments
- Risk Assessment – Unity Bank Commercial Multi-pay credit card & use of separate Fuel (credit) card by handymen
- Risk assessment – Transport and Handling of Cash

Proposal to approve the recently reviewed Policies

The following Policies were due for review these have been reviewed and where necessary revised and the Compliance Oversight Group recommend approval

- Equality and diversity policy
- Safeguarding policy
- Complaints policy
- Health and safety policy and procedures

Proposal to approve the recently reviewed Policies

Communications policies

The following policies have now been reviewed, and the Compliance Oversight Group recommend approval

- Media Policy
- FoI Policy
- Information Sharing Agreement

Proposal to approve the recently reviewed Communications Policies

Review of website

The group reviews sections of the website at each meeting. At the meeting of 10th August the following were reviewed:

- The Advisory Groups and Committees
 - Information on Councillors this is completed except for one Councillor
 - Group membership information has now been revised. This has been circulated. Subject to any amendments to ensure the information is up to date the information will be uploaded to the website Report attached
- Village Maintenance Agenda and Minutes, all up to date.
- News section all up to date
- Village Hall page
 - It is recommended that this needs to have an explanatory paragraph and a new photo or should be removed.

Proposals in relation to monitoring and overview of Finances

Following discussions with the ex Cllr Mark Williams, Cllr Emily Lankfer and Chair CLL Peter Clark some proposals have been put together for monitoring and oversight of the budget and finances. The information on that is in separate finance report. It has been agreed that we need to schedule the Finance and Compliance Group meeting to set the budget for next year, The proposed date for that is:

Suggested date 20th October 2026 7.00pm all councillors to attend

AUDIT CHECKLIST RECOMMENDATIONS ACTION PLAN SEPTEMBER 2026	
AUDIT CHECKLIST RECOMMENDATIONS ACTION PLAN	
Recommendation	Action
1) 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 ACTION ADDRESSED
2) Councillors should also periodically sign off bank reconciliation in addition to the clerk.	Chair to regularly formally sign off bank reconciliations when completed. ACTION ADDRESSED

3) The ICO Model Publication Scheme has been adapted by the Council – it is recommended that the ICO template is used. 4) 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. Clerk to review ICO in October These will be brought to full Council i UPDATE Adapted RoPA (Record of Processing Activities) template to reflect the circumstances of Buckden PC . Acknowledgements to Brampton PC Document attached for approval.
5) 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. UPDATE This was completed no issues need to be addressed ACTION ADDRESSED

Proposal to approve the RoPA (Record of Processing Activities) for Buckden Parish Council