



REPORT TO LANDULPH PARISH COUNCIL - WORKING GROUP UPDATE Please complete and submit this form for Working Group updates to be considered by Landulph Parish Council.	
TITLE	Governance & Finance Working Group
DATE OF UPDATE	14 September 2025
ACTIVITIES TO REPORT	<p>Financial Update Discussed new version of Finance Update following discussion at July Parish Council meeting and agreed clearer handling of VAT but not to include pending payments.</p> <p>HMRC payroll issues Unallocated tax payment for March 2025 has been resolved by rolling back the Basic tools payroll system on the clerk laptop. Updated P60 supplied to Katherine Williams. Basic tools rollback has not been updated with 2025/26 payments - this will need to be resolved when payroll is set up for new clerk. Propose the use of external payroll company to avoid use of Basic tools. Employers NI has been reconciled with HMRC (£276.96) and final payment to be made following Parish Council meeting.</p> <p>AGAR BDO, the External Auditor, have completed their review. They reported a minor scope for improvement: Minor scope for improvement During our review we are bringing to your attention the following points for minor scope for improvement: • Boxes 1 to 6 do not add up to Box 7 by £1. Rounding should be checked to ensure not only the correct figure is used for box 7 but the numbers add up correctly.</p> <p>Notice of conclusion of the review has been published along with the signed copy of sections 1 and 2 of the AGAR.</p> <p>New clerk Recommend introduction to systems with laptop, telephone and live paperwork on 1 October and meeting with Finance and Governance during w/c 6 October to discuss urgent finance activities: VAT reclaim, revision of asset register and associated insurance requirements.</p>
COUNCILLORS INVOLVED	Libby Gawith, Clare Tagg
RECOMMENDATIONS (including any communications)	1. Payment received from film company added to General Reserve. 2. Approve Finance Update 3. Approve payroll and finance introductions for new clerk.
COSTS (ie contractor costs, purchase costs, ongoing costs) Detail any funding required from the Parish Council (Landulph Parish Council to consider affordability / budget / precept; and also whether it has the power to spend on this).	None
Date of full Landulph Parish Council	15 September 2025