



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 November 2025
ACTIVITIES TO REPORT	<p>Clerk Induction</p> <ul style="list-style-type: none"> • Met with Clerk and ran through an induction list and immediate priorities (Electricity Bill, VAT return, Broadband payments to LMH) and handed over phone. • Set up payroll with agreed external organisation. • Handed over laptop and backup device and ran through IT systems. Handed over paperwork from Katherine. • Initiated Bank Mandate. Agreed Clare would continue to update the financial accounts until the Bank Mandate comes through. • Agreed Clare would do the Agenda for 20 October and Chris would do Minutes and Agenda thereafter. <p>Governance & Finance Meeting 30 October 2025</p> <ul style="list-style-type: none"> • Chris pointed out some Councillors had not completed their register of interests; he will inform Councillors individually. • Asset register discussed and agreed to organise by site, include fences and other structures (independent of land ownership), costs to include installation. Trees to be included on a separate sheet. Clare & Libby to progress. Chris to contact insurance company about implications of changes including public liability. • Chris suggested that the Parish Council should purchase a printer instead of him claiming working from home; materials to be purchased through expenses. Agreed - Chris to source printer. • Went through accounts in detail. Chris to produce an end of year forecast and precept options for consideration at next Governance & Finance Meeting. Councillors to be consulted on earmarked projects.
COUNCILLORS INVOLVED	Libby Gawith, Clare Tagg, Clerk: Chris Harris
RECOMMENDATIONS (including any communications)	<ol style="list-style-type: none"> 1. Parish Online mapping costs (currently in Subscriptions to be moved to ICT Costs). 2. A Parish Council Printer is purchased for the Clerk. 3. Councillors consider requirements for earmarked projects ahead of setting precept.
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	<ol style="list-style-type: none"> 1. Cost of printer

also whether it has the power to spend on this).

Date of full Landulph Parish Council

17 November 2025