



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	12 February 2026
ACTIVITIES TO REPORT	<p>Clerk Induction</p> <ul style="list-style-type: none"> ● Met with Clerk and ran through an induction list and handed over PC phone to be used mainly for TFA. ● Set up payroll with agreed external organisation. ● Ran through IT systems. ● Initiated Bank Mandate. ● Agreed Clerk would do agenda and minutes for 16 February <p>Box 10 Assertion of the AGAR</p> <ul style="list-style-type: none"> ● Clare Tagg and Clerk attended excellent online training. Update on four required elements <ol style="list-style-type: none"> 1. Email management - meet this requirement but should delete old Parish email addresses (which are being forwarded after a year) 2. Website accessibility compliance - checked level of accessibility compliance with Parish Online; need to consider accessibility of uploaded documents (eg use heading styles). 3. GDPR compliance - not a new requirement and the other requirements make it easier to comply but need to review legal basis for data held and relevant data retention and privacy policy. 4. IT Policy - we have this but we should review <p>VAT Return Submitted for 1 April 2025 - 31 December 2025 - received £6033.53 on 27 January.</p> <p>Communication Policy Amendment Clarified use of social media by non-Councillor members of Working Groups.</p> <p>Financial Update To note</p>
COUNCILLORS INVOLVED	Libby Gawith, Gaye Braund, Clare Tagg, Clerk: Karen Yorke Dunne
RECOMMENDATIONS (including any communications)	1. Accept revised communication policy
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).

**Date of full Landulph Parish
Council**

16 February 2026