



**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.

<b>TITLE</b>	Governance & Finance Working Group
<b>DATE OF UPDATE</b>	11 March 2026
<b>ACTIVITIES TO REPORT</b>	<p><b>Assertion 10</b> Assertion 10 is complete.</p> <p><b>Finance System</b></p> <ol style="list-style-type: none"> <li>1. Switch over to new finance system - Libby Gawith has set up Scribe (financial package) with cost-codes, income and expenditure for 2025-26. Clerk to input March 2026 invoices. Libby and Clare have aligned the manual and online accounts. Thank you to Libby and Clare for their hard work.</li> <li>2. LG to check whether Scribe data is held in the EU.</li> <li>3. All councillor's to have 'read only' login for Scribe.</li> <li>4. AGAR will be completed using the manual system for 2025; Clerk/RFO to take over for 2026. It will be mandatory for internal/external audits to be electronic from 2026-27.</li> <li>5. Clerk to make contact with auditors. Clerk to carry out due diligence exercise for auditor 2026-27.</li> </ol> <p><b>Payment Processing in the bank</b></p> <ol style="list-style-type: none"> <li>1. Scribe does not link to the bank.</li> <li>2. It would be beneficial to be able to see who inputs payments and who authorises them in Scribe and the bank. Clerk to check if this is possible in Scribe.</li> <li>3. LG to set up general reserves as 55%. F&amp;G to monitor the general reserves stays in the positive.</li> </ol> <p><b>Gas Cooker Canopy in Landulph Memorial Hall</b></p> <p>As LPC have named the memorial hall as the designated emergency hub, it is essential that the hall has sufficient heating and cooking facilities to carry out this role. LPC to use earmarked reserves to purchase the gas cooker canopy and Once purchased the asset must remain the property of LPC - VAT Notice 749.</p>

<b>COUNCILLORS INVOLVED</b>	Libby Gawith, Gaye Braund, Clare Tagg, Clerk: Karen Yorke Dunne
<b>RECOMMENDATIONS</b> (including any communications) <b>COSTS</b> (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).	<ol style="list-style-type: none"> <li>1. LG check whether Scribe data is held in EU.</li> <li>2. To instruct Tamar Accounting to audit Landulph Parish Council Accounts for 2025-26.</li> <li>3. Clerk to carry out due diligence exercise for auditors 2026-27.</li> <li>4. CT and Clerk to attend Year End Training 18 March 2026</li> <li>5. To purchase the cooker hood and associated costs from EMR to the sum of £3K.</li> </ol>
<b>Date of full Landulph Parish Council</b>	16 March 2026

KYD