



**REPORT TO LANDULPH PARISH COUNCIL  
WORKING GROUP UPDATE**

Please complete and submit this form for any project proposals or Working Group updates to be considered by Landulph Parish Council.

<b>TITLE</b>	Finance & Governance Working Group Update
<b>DATE OF UPDATE</b>	20 April 2026
<b>ACTIVITIES TO REPORT</b>	<ul style="list-style-type: none"> <li>• The year end results were reviewed and confirmed that the spreadsheet results and the Scribe results are in agreement. A small change to the Orchard Earmarked Reserve in Scribe (£9.52) was needed and the change has been made so that the reserve is zero at year end in Scribe.</li> <li>• £443.41 is to be moved from the Community Chest ER to Landulph Orchard Green ER on 1<sup>st</sup> April.</li> <li>• The AGAR figures were reviewed and some minor amendments to the asset register and the significant variances spreadsheet</li> <li>• The revised asset register is to be submitted to the April meeting for approval.</li> <li>• The April results will be presented to the council in the new Scribe format. Cllr Tagg is keeping the old spreadsheet running for another month. Thereafter we aim to have fully switched over to Scribe.</li> <li>• The expenses form is to be simplified. CT to review.</li> <li>• 2 new IT policies have been prepared; Freedom of Information &amp; a Retention policy for data. These are to be submitted to the April meeting as they are needed for the assertion 10 on the AGAR.</li> <li>• Cllr Tagg has spoken to the previous year's internal auditor (Tamar Accounting) and a meeting has been set up for Cllr Tagg and the Clerk</li> <li>• The Memorial Hall cooker hood was discussed and the need to ensure that the hall can supply cooking facilities in a community emergency. <i>(This has now been overtaken by events).</i></li> </ul>
<b>COUNCILLORS INVOLVED</b>	Cllr Tagg, Cllr Gawith, Cllr G Braund, Ms Yorke-Dunne
<b>RECOMMENDATIONS</b> (including any communications)	<ul style="list-style-type: none"> <li>• Fol and Data Retention policies are adopted by the Council</li> <li>• Council approves year end position (separate financial report).</li> <li>• Council approves the revised asset register. (attached)</li> <li>• £443.41 is to be moved from the Community Chest ER to Landulph Orchard Green ER on 1<sup>st</sup> April.</li> </ul>
<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).	
<b>Decision of full Landulph Parish Council</b>	
<b>Date</b>	20 April 2026