



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	5 May 2026
ACTIVITIES TO REPORT	<p>AGAR</p> <ol style="list-style-type: none"> 1. The internal audit was a smooth process as all paperwork was in place: the financial system on Zoho made it easy to access invoices to evidence payments and income. KYD to become more familiar with Scribe to understand easier ways to evidence invoices etc. 2. All AGAR documents are ready for agreement by LPC before proceeding to the external auditor. <p>Payment List Format</p> <ol style="list-style-type: none"> 1. Where an expense is being paid to a councillor, this is to be identified in "payment ref". 2. "payment ref" to show whether a payment has been made before the meeting to reduce the risk of duplication. 3. It is important to identify who has instructed a bank payment and who authorised it on the payment list. KYD to find a way to show this in Scribe particularly as GB and ET do not have editing rights. <p>Financial Update Format</p> <p>Correlation between Clare's financial update and Scribe reporting is still not fully understood. It was agreed to present Clare's report this month and discuss further with Libby who set up Scribe.</p> <p>KYD to contact Business Source to request invoices electronically.</p> <p>Payment Processing in the bank</p> <ol style="list-style-type: none"> 1. Going forward: KYD to set up all payments with the bank except her salary costs and expenses. 2. For May 2026 - GB to set up clerk salary and expenses costs. CT to authorise all payments.

COUNCILLORS INVOLVED	Gaye Braund, Clare Tagg, Clerk: Karen Yorke-Dunne
RECOMMENDATIONS (including any communications) 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).	<ol style="list-style-type: none"> 1. For Chair to sign Accounting Statement 2025/26 2. For Chair and Clerk to sign Annual Governance Statement and Declarations of Interest re BPO 3. Approve authorisation to proceed to external audit.
Date of full Landulph Parish Council	11 May 2026