



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	10 June 2026
ACTIVITIES TO REPORT	<p>VAT</p> <ol style="list-style-type: none"> 1. A VAT refund has been submitted for £3576.70. The process was discussed; KYD to write procedure guide and file in VAT folder Zoho. 2. It was recommended to submit claims quarterly unless under £100. <p>Scribe documents</p> <p>Financial reporting from Scribe was discussed in detail. We can produce a multitude of reports, only a few are required for monthly reporting.</p> <ol style="list-style-type: none"> 1. It was suggested that apart from the payments summary (for approval) the PC and public only require the detail from the Monthly Summary report and Reserves balance, ideally in one document. Cllr Gawith to determine whether this is possible; she is mindful that the report states "budget" when the earmarked reserves are not all anticipated to be spent this year, they are reserved for future spending. Cllr Gawith to change wording in summary report from General Reserve to General Reserve (Contingency). 2. Gov & Fin WG to receive List Payments report for checking purposes. 3. When purchasing new equipment using the invoice Scribe is able to record new assets; there is also a facility to retire assets. 4. Scribe back up process was discussed. Cllr Gawith to request confirmation of access to historic invoices and asset registers. 5. It was recommended that all relevant information for projects supported by grants, contracts and policies (insurance, asset purchases etc) are stored on Zoho. All invoices to be stored in Scribe. Clerk to align financial policy/procedure if necessary. <p>Scribe is to be used as the fundamental accounting package going forward.</p> <p>Banking Procedures</p> <ol style="list-style-type: none"> 1. A discussion was had around authorising payments, due to tightened procedures it was not felt necessary to record who authorises

payments on Scribe reports. Clerk to check what level of detail the bank records have for who inputs and authorises payments.

2. It was recommended that the Clerk is to input all payments (including salary costs) into the bank and all Gov & Fin WG members can authorise payments (whoever is available). When the clerk is on holiday etc it should be agreed (at the time) who will input payments. Clerk to write procedure for authorising payments.
3. Clerk to change name of LPC main contact at the bank to the clerk/RFO. Clerk to check what level of authority each member has.

Working Group Reports

All working group reports are currently filed in the relevant WG group folder. It was requested that the pdf version of reports are copied to the associated council meeting folder for ease.

Martyn's Law

The new guidance for The Terrorism (Protection of Premises) Act 2025 has been noted. As all events in the parish host less than 250 people, it was not deemed relevant although all risks are still considered in the planning process.

Octopus Energy

The account has now been closed with Octopus Energy, they have credited all standing charges and apologised for the inconvenience.

Register of Interests

Clerk to email councillors to confirm who wishes to withhold their address under Section 32(2) of the Localism Act 2011. Updated register of interest forms are required to be submitted to the monitoring officer before 29 June 2026.

COUNCILLORS INVOLVED

Cllrs Libby Gawith, Clare Tagg, Martin Worth and 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).

1. To submit VAT claims **quarterly** unless under £100.
2. All relevant information for projects supported by grants, contracts and policies (insurance, new assets etc) are stored on Zoho. Invoices to be stored in Scribe.
3. Clerk to input all payments (including salary costs) into the bank and all Gov & Fin WG members can authorise payments (whoever is available).
4. Clerk to change name of LPC main contact at Barclays Bank to the clerk/RFO.
5. Pdf version of WG reports are copied to the relevant council meeting folder.

Date of full Landulph Parish Council

15 June 2026