



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	16 September 2026
ACTIVITIES TO REPORT	Scribe reports 1. Accounts payable correct with payments for August and September waiting for authorisation. 2. It was noted that the summary YTD provides all the information required for monitoring cost centres although reserves final figure aligns with bank. 3. The Cost Code spread sheet has been useful to track spending of projects and for monitoring spend for the G&F WG. 4. The clerk noted there are 2 ways to report income - the first by in putting data directly into the cost code which does not show income in the income section only in the summary: the second to input via income and transfer to the cost code (preferred option). Banking Cllr Tagg suggested completing a VAT refund now there is sufficient VAT: you can only claim for a full month so a claim will be made at the end of September. Income: 1. A Community Chest Grant of £450 has been received from Cllr Cador to support the drain lining project in the Emergency Hub/hall. A letter of thanks has been sent to Cllr Cador. 2. The second payment from the precept has been received. 3. Quarterly interest from the savings account has been received. LOG £7K Grant Cllr Tagg will set up a file in WorkDrive to track expenditure, file invoices and processes for the new accessibility grant project. Expenditure has been authorised up to £7K at the July meeting (64-26) this will allow RFO to pay invoices before delivery and reduce Cllr Tagg having to claim money back. Work is now underway. Newsletter

	A request has been made for funding to RFO to support the community newsletter. Costs have increased (£1500): it is anticipated that income from advertising/donations (£1261) will leave a shortfall of £239. LPC currently pays £200 a year: it was suggested to increase the subscription by £100 this year and consider increasing the future subscriptions when discussing the precept later in the year. Landulph Link The WG confirmed that there are sufficient funds in the Community Transport ER if councillors agree to support the request of £1500. Broadband Clerk to contact Memorial hall treasurer to request the donation towards broadband which was agreed on installation at the hall. Highdown Layby Scheme Funding Catherine Thomson has confirmed that the scheme was completed within the Highways budget so the funding can be reallocated. The WG felt that renaming the reserves to "unallocated reserves" for future projects. AGAR 1. The external auditor (BDO) has returned the completed the AGAR 2025-26. The clerk has spoken with the auditor: boxes do not match when rounded up but otherwise are correct - this is a recurring problem with other councils who also see no reason for round numbers. The auditor commented that they follow the existing process. 2. The RFO has signed up to the AGAR online portal in preparation for year end. NPS As the parishioners have agreed to continue with Landulph NPS, the council will need to consider how the cost of printing, online survey (through Parish Online/Zoho) and other expenses will be covered.
COUNCILLORS INVOLVED	Clare Tagg, and Clerk/RFO: 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. Increase support for the community newsletter by £100 for 2026-27 and consider future support when preparing the precept. Agenda item 14 at LPC. 2. Support Landulph Link proposal for funding - £1500. 3. Rename Highdown Layby Scheme to "unallocated reserves" 4. Consider funding for NPS working group - £300.
Date of full Landulph Parish Council	21 September 2026