



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	Finance and Governance
DATE OF UPDATE	12 June 2024
ACTIVITIES TO REPORT	<p>Meetings on 28 May and 12 June 2024</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Proposed increases to earmarked reserves from general reserve • Manage the grant claims and payments for the two grants (playground and Duchess Green) • Vat on items purchased on behalf of the Parish Council • Reporting of cheque payments • Risk Assessment for Duke Orchard
COUNCILLORS INVOLVED	Clare Tagg, Libby Gawith
<p>RECOMMENDATIONS (including any communications)</p>	<p>Management of finances for Duchess Green FIPL grant and other LOG expenditure</p> <ol style="list-style-type: none"> 1. We put in a claim for the remainder of the CCF grant based on already agreed expenditure on items concerned with the public consultation at the opening of Duke Orchard with the excess (£30.94) being taken from the LOG Earmarked Reserve. 2. We set up a LOG Earmarked Reserve for donations and amounts left in grants and donations. 3. We transfer the amount remaining in the Community Chest grant (£17.21) and the 3 Skinny Bikers donation (£335) into the LOG Earmarked Reserve. 4. As the opening of Duke Orchard was originally agreed to be funded from the Community Events Earmarked Reserve, we suggest we transfer the cost (£328.25) from the Community Events Earmarked Reserve into the LOG Earmarked Reserve. 5. Wheelbarrows expenditure (£15.82 and £48.21) and pickets (£28.50) already agreed to be allocated to the LOG Earmarked Reserve 6. Only small running costs (eg fuel for the mower) should be set against the £250 included in the General Funds Budget for LOG. 7. At this time we recommend that no General Reserve is moved to Earmarked Reserves. 8. A General Fund Budget is set up for spending and payments for the Duchess Green FIPL grant. 9. We ask that delegated authority should be used for spending against the headings for the Duchess Green FIPL grant to ensure that development is not held up during the summer. We will keep the FIPL spreadsheet updated to ensure that expenditure is as far as possible evenly spread and claims made speedily to manage cash flow particularly as expenditure includes VAT which then has to be claimed back. 10. Where members of LOG buy small items for the Orchard, a VAT receipt (with VAT amount and VAT number is always needed). For larger items, the Parish Council will be invoiced directly.

	<p>11. For transparency, the reporting of cheques will show the source of the finance and make it clear what is covered by a grant or donation.</p> <p>Risk Assessment</p> <ol style="list-style-type: none"> 1. A risk assessment for Duke Orchard (based on a SLCC template) has been agreed by the LOG working group which requires the orchard to be regularly monitored using an online form. 2. Finance and Governance will work on a general risk assessment using the same template. 3. It is suggested a similar online form might be used for reporting monitoring of the Playground.
<p>COSTS (ie contractor costs, purchase costs, ongoing costs)</p> <p>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).</p>	
<p>Date of full Landulph Parish Council</p>	<p>17 June 2024</p>