



Alwoodley Parish Council
Clerk: Jennifer Walper Roberts
Alwoodley Community Hall
60 The Avenue
Leeds LS17 7NZ
E-mail: the.clerk@alwoodleyparishcouncil.gov.uk

Dear Councillor

2nd July 2025

You are summoned to attend the next meeting of Alwoodley Parish Council, to be held on **Monday 7 July** at 7.00pm in the Alwoodley Community Hall, The Avenue.

Mrs J A W Roberts (CLERK)

Jennifer Walper Roberts

AGENDA

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| 2526/22 | Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting |
| 2526/23 | 1. To receive apologies for absence and record these in the minutes |
| | 2. To consider the approval of reasons for absence given by councillors |
| 2526/24 | 1. To receive, consider and decide upon any applications for dispensation |
| | 2. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests |
| 2526/25 | 1. To receive the minutes of the Annual Meeting held on 2 nd June 2025 |
| | 2. To receive the minutes of the Annual Parish Meeting held on 23 rd June 2025 |
| | 3. To confirm the minutes of the Parish Council Meeting held on 2 nd June 2025, as a true and correct record |
| 2526/26 | To adjourn the meeting for a period of public participation during which members of the public may raise matters or ask questions relating to items on the agenda |
| 2526/27 | To receive an update from the Ward Councillor on matters of importance to the Parish. |
| 2526/28 | To receive information on the following ongoing issues and decide further action where necessary. |
| | 1. To receive information on outdoor exercise and playground equipment. (attached) |
| | 2. Brass Band |
| 2526/29 | To receive and note planning decisions/information |
| 2526/30 | Matters requested by councillors |
| | 1. To consider the establishment of temporary working party to review and make recommendations on the Council's use of social media and electronic communications, as well as printed communications, and to agree its membership, terms of reference, and reporting arrangements. (Cllr Dickenson) |
| | 2. To receive information on whole council training and consider whether to set one up for dates offered. |
| | a. Available dates are September 10 & 18 September, |
| | b. Session are 2.5 hour session morning (10.00am – 12.30pm), afternoon (1.30pm – 4.00pm) or evening (6.00pm – 8.30pm). |
| | c. Cost is £34 per councillor (and officers) if YLCA book a venue, or £29.00 per councillor (and officers) if the council books and pay for a |

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| | venue plus mileage at 45p per mile for travel. |
| 2526/31 | To receive and consider for decision any recommendations from the Council's Committees: |
| | 1. Staffing Panel – To consider and resolve to temporarily increase the Clerk's working hours by up to 30 hours per month, for a period of two months [July & August], to enable the completion of outstanding tasks including updating financial records, setting up the new accounting system, completing the overdue AGAR, and finalising induction and training materials |
| | 2. Environmental Working Party - None |
| | 3. Appeals Committee - None |
| 2526/32 | Financial Matters |
| | 1. To receive and note current bank balances as at Lloyds Bank £100,976.52 and Virgin Bank, to which we will be transferring funds, has a balance of £0 at the time this agenda was published. |
| | 2. To receive update from Chair on status of banking transition. |
| | 3. To receive and note a bank reconciliation and budget comparison to 31 June 2025. <i>Note: None this month as we haven't had access to bank statements in time to do reconciliation due to noted banking issues. This will be a standing item from September.</i> |
| | 4. To note that the Clerk has obtained an extension on behalf of the Council from the external auditor for submission of the AGAR by 30 July 2025. A separate extraordinary meeting will be called to consider and approve the AGAR once the internal audit is complete. This is provisionally scheduled for 22 July 2025 at 7:00pm. |
| | 5. To consider and resolve that in the absence of a named internal auditor at this meeting, the Council delegates authority to the Clerk/RFO to identify, appoint, and remunerate a suitably qualified internal auditor to undertake the 2024/25 internal audit for the Annual Governance and Accountability Return (AGAR), at a cost not exceeding £600. |
| | 6. To consider the Clerk's recommendation to subscribe to Scribe accounting software, including its benefits, costs, and suitability for council financial management, and to resolve whether to proceed with a subscription. |
| | 7. To note advice from YLCA encouraging councillors to read *The Good Councillor's Guide to Finance* (available at https://www.yorkshirelca.gov.uk/guidance-and-resources/publications/). |
| | 8. To note a free webinar on councillors' responsibilities in relation to the AGAR (available at https://youtu.be/hMZQI9Wwv8M?si=bWioTpz81J6ZWMC0). |
| | 9. To note that the Clerk has updated the council website with AGAR documentation for the 2023/24 financial year (available at https://www.alwoodleyparishcouncil.gov.uk/document-category |
| | 10. To approve the following accounts for payment: <ul style="list-style-type: none"> a. YLCA induction webinar for new Clerk b. Invoice INV-3499 YALCA Membership Fee £1271 c. Invoice INV-3918 Play Area Inspections Training £48 for Ranger d. Expense form : ILCA Qualification, expense reimbursement to J. Roberts (Clerk) £144 e. FILCA Course for Clerk, £144 f. 1SLCC Membership for Clerk £202 g. Invoice INV-11026 - Scribe Set up and Professional Set up services and transaction import 776.40M.I. h. Ranger Invoice June 2025 £834.90 i. Payment of selected internal auditor of up to £500 j. Payment for Whole Council Training in September £450 |
| | 11. To note the following payments previously authorised: <ul style="list-style-type: none"> a. The Clerk's Salary b. Payment to Ranger for contracted services and purchases approved by Council in March, April and May 2025 c. Bradford Payroll services |

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| | 12. To inform Councillors that they are summoned to an Extra Ordinary meeting on Tuesday, 22 nd July, at the Alwoodley Community Hall from 7-8pm to approve AGAR documents for 2024/2055 in time for submission for the extended deadline. |
| | 13. To consider establishing a training budget for Councillors of up to £250 per councillor per year to enable the Clerk to book them in for training, webinars and conferences. |
| 2526/33 | Correspondence received: To receive information on the following new correspondence and decide further action where necessary. 1. Training opportunities for Councillors |
| 2526/34 | To notify the clerk of matters for inclusion on the agenda of the next meeting |
| 2526/35 | Employment matters: None |
| | To confirm the date of the next meeting 1 st September 2025 at 7pm To confirm the date of the extra ordinary meeting 22 nd July 2025 at 7pm |