



Alwoodley Parish Council
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Minutes of a meeting of the Alwoodley Parish Council held on Monday 7 July 2025 at 7.00pm in the Alwoodley Community Hall, The Avenue.

Present: Councillor Peter G. Buckland, Councillor Ian Dickinson, Councillor Dan Jordan, Councillor Louise Jennings, Councillor Kate Pritchard, Councillor Richard Hainsworth, Councillor David Towns, Councillor Steven Wright

Apologies: Councillor White, Councillor Black, Councillor Khurshid

A G E N D A

2526/22	Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2526/23	<ol style="list-style-type: none"> To receive apologies for absence and record these in the minutes Resolved: That apologies for absence from Cllr White, Cllr Black, Cllr Khurshid be accepted.
	<ol style="list-style-type: none"> To consider the approval of reasons for absence given by councillors
2526/24	<ol style="list-style-type: none"> To receive, consider and decide upon any applications for dispensation
	<ol style="list-style-type: none"> 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 Cllr Jordan declared an <i>other, non pecuniary interest</i> in 2526/32 Item 6 (Scribe Software Subscription) as the proposed supplier is a friend.
2526/25	<ol style="list-style-type: none"> To receive the minutes of the Annual Meeting held on 2nd June 2025 Resolved to approve minutes. To receive the minutes of the Annual Parish Meeting held on 23rd June 2025 Minutes received. To be approved at next year's meeting. To confirm the minutes of the Parish Council Meeting held on 2nd June 2025, as a true and correct record- Note that they will be approved Resolved to approve minutes with noted changes to correct spelling of Cllr Pritchard's name.
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	<ol style="list-style-type: none"> To receive an update from the Ward Councillor on matters of importance to the Parish. Leeds Local Plan – It's worth looking at and commenting on <ul style="list-style-type: none"> Iron Man – was going to take place in North Yorkshire. They decided that they didn't want it. Leeds City Council 27th July. Some controversy. Headingly Golf Course know about it, but most local businesses don't know about it. Advice that it will affect our local businesses and area.

	<ul style="list-style-type: none"> Request from Councillor Wright for Clerk to send Leeds Plan for Comment to Councillors over email.
2526/28	To receive information on the following ongoing issues and decide further action where necessary.
	<ol style="list-style-type: none"> To receive information on outdoor exercise and playground equipment. (attached) <ul style="list-style-type: none"> Cllr Wright – Point of order that three quotes are required. Cllr Towns – Clarified that the contractor is most likely already selected by Leeds City Council, however this needs to be clarified. Resolved that Cllr Towns and the ranger will clarify the quote for replacing the playground equipment as well as whether Contractors are pre-selected by Leeds City Council with Vicki Nuns and bring back to Council for further discussion/decision. Clerk to recirculate the inspection report (check to see if I have it)
	<ol style="list-style-type: none"> Brass Band- The Ranger has booked 17th of August – Clerk to follow up re brass band and circulate
2526/29	To receive and note planning decisions/information Reviewed five applications; none referred to planning panel.
2526/30	Matters requested by councillors
	<ol style="list-style-type: none"> 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). Resolved to form a communications working party to including Cllr Hainsworth, Cllr Dickinson, Cllr Wright, Cllr Pritchard. Working party will bring draft policies for electronic and other communications to the September meeting for the Council's consideration.
	<ol style="list-style-type: none"> To receive information on whole council training and consider whether to set one up for dates offered. <ol style="list-style-type: none"> Available dates are September 10 & 18 September, Session are 2.5 hour session morning (10.00am – 12.30pm), afternoon (1.30pm – 4.00pm) or evening (6.00pm – 8.30pm). 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 venue plus mileage at 45p per mile for travel. Resolved to have a whole council training on 10th September from 6-8:30pm and to omit the employment training and include the other topics. The Clerk to book a room at the ACA and send in the booking form to YLCA.
2526/31	To receive and consider for decision any recommendations from the Council's Committees:
	<ol style="list-style-type: none"> 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 Resolved to approve above up to 30 additional hours per month during July and August.
	<ol style="list-style-type: none"> Environmental Working Party - None
	<ol style="list-style-type: none"> Appeals Committee - None
2526/32	Financial Matters
	<ol style="list-style-type: none"> 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

	<p>the time this agenda was published.</p> <p>2. To receive update from Chair on status of banking transition.</p> <ul style="list-style-type: none"> • Note of thanks to Mark for paying out of pocket for months due to previously noted banking issues. • Note of appreciation of great patience to Judith and Sue as signatories for progressing the transition from Lloyds to Virgin by spending hours at the bank. <p>Resolved to buy flowers for up to £30 for Judith and Sue. Cllr Towns to purchase and submit receipt for reimbursement. £200 for councillors expenses</p>
	<p>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></p>
	<p>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.</p>
	<p>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.</p> <p>Resolved to delegate authority to Clerk to appoint an auditor at a cost not to exceed £600. Clerk noted that she has selected</p>
	<p>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.</p> <p>Resolved to sign up for scribe for month to month, not a full year's contract, to support accelerated AGAR reporting to meet extended deadline.</p>
	<p>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/).</p>
	<p>8. To note a free webinar on councillors' responsibilities in relation to the AGAR (available at https://youtu.be/hMZQI9Wwv8M?si=bWioTpz81J6ZWMC0).</p>
	<p>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</p>
	<p>10. To approve the following accounts for payment:</p> <ul style="list-style-type: none"> • YLCA induction webinar for new Clerk • Invoice INV-3499 YALCA Membership Fee £1271 • Invoice INV-3918 Play Area Inspections Training £48 for Ranger • Expense form : ILCA Qualification, expense reimbursement to J. Roberts (Clerk) £144 • FILCA Course for Clerk, £144 • 1SLCC Membership for Clerk £202 • Invoice INV-11026 - Scribe Set up and Professional Set up services and transaction import 776.40M.I. • Ranger Invoice June 2025 £834.90 • Payment of selected internal auditor of up to £500

	<ul style="list-style-type: none"> • Payment for Whole Council Training in September £450 <p>Resolved to approve payments listed above.</p>
	<p>11. To note the following payments previously authorised:</p> <ul style="list-style-type: none"> • The Clerk's Salary • Payment to Ranger for contracted services and purchases approved by Council in March, April and May 2025 • Bradford Payroll services
	<p>12. To inform Councillors that they are summoned to an Extra Ordinary meeting on Tuesday, 22nd July, at the Alwoodley Community Hall from 7-8pm to approve AGAR documents for 2024/2025 in time for submission for the extended deadline.</p>
	<p>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.</p> <p>Resolved to establish training budget for Councillors for up to £250 per Councillor, provisionally, and to finalise this during budgeting process.</p>
2526/33	<p>Correspondence received: To receive information on the following new correspondence and decide further action where necessary.</p> <p>1. Training opportunities for Councillors</p>
2526/34	To notify the clerk of matters for inclusion on the agenda of the next meeting
2526/35	Employment matters: None
	<p>To confirm the date of the next meeting 1st September 2025 at 7pm</p> <p>To confirm the date of the extra ordinary meeting 22nd July 2025 at 7pm</p>

Meeting is closed at 8:10pm