



Alwoodley Parish Council
Clerk: Jennifer Walper Roberts
Alwoodley Community Centre
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Minutes
Monday 3rd November
 7.00pm in the Alwoodley Community Hall, The Avenue.

Meeting Start 7:05

Present

Cllr White
 Cllr Hainsworth
 Cllr Jennings
 Cllr Pritchard
 Cllr Wright
 Cllr Buckland

Approved as a True and Correct Record

Signed: *Keith White*
 (Chair of the Council)

Date: 02/03/2026

Apologies

Cllr Dickinson
 Cllr Jordan
 Cllr Towns

2526/80	Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2526/81	<ol style="list-style-type: none"> 1. To receive apologies for absence and record these in the minutes 2. To consider the approval of reasons for absence given by councillors
2526/82	<ol style="list-style-type: none"> 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 <p><i>No applications for dispensation were received, and no declarations of interest were made in respect of these items.</i></p>
2526/83	To receive and confirm the minutes of the Parish Council Meeting held on 6 th October 2025, as a true and correct record <i>Minutes were approved with no amendments.</i>
2526/84	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.
2526/85	To inform Council of progress on recommendations from the Internal Audit and approve policies recommended by that audit scheduled to be reviewed and approved by the end of November 2025: <ol style="list-style-type: none"> 1. Recommendation: Ensure AGAR display and Transparency Code compliance.

- a. Action: [Created a Transparency and Accountability Page](#) and ensured all required documents were online and easy to find.
- 2. Recommendation: Review and recommend updates to
 - a. Standing Orders
 - i. To consider and approve draft [Standing Orders](#) that align with the 2025 NALC Model Standing Orders
 - b. Financial Regulations
 - i. To consider and approve draft [Financial Regulations](#) that align with the 2025 NALC Model Financial Regulations
 - c. Scheme of Delegation
 - i. To consider and approve draft [Scheme of Delegation](#) to bring it in line with the updated Standing Orders and recommendations from NALC.
 - d. GDPR Policy
 - i. To consider and approve draft [Information and Data Protection policy](#) & [Data Retention and Disposal Policy](#)
 - e. Accessibility Policy
 - i. To consider and approve draft [Website Accessibility Statement](#)
 - f. Reserves Policy, with clearly earmarked reserves
 - i. To consider and approve draft [Reserves Policy](#)
 - g. Draft Rules for Public Participation
 - i. To consider and approve draft [Rules for Public Participation](#)

Resolved that the Council approved the Financial Regulations, Scheme of Delegation, Information and Data Protection Policy, Data Retention and Disposal Policy, Accessibility Policy and Reserves Policy

Resolved that the Council postpone the consideration of the Standing Orders and Rules for Public Participation until the December meeting.

- 2. Asset Register
 - a. To inform Council that Clerk is in the process of transferring this register to Scribe and updating the values, searching for records, to ensure this information is accessible in the cloud as needed, and accurate.

The Council received and noted the Clerk's report that the Asset Register is being transferred to Scribe, with asset values and records being reviewed to ensure accuracy and cloud accessibility.

- 3. Ensure 2023/24 External Audit is adopted and published
 - a. To inform Council that that year's audit is still with the external auditors and we are awaiting that audit. The external auditor continues to contact the Clerk with queries about AGARs for the past two years.

The Council received and noted the Clerk's report that the 2023/24 Audit and the 2024/25 Audit are still with the external auditors.

- 4. Ensure timely ICO registration
 - a. To inform the Council that ICO registration is complete ahead of deadline and a [direct debit has been set up](#) for future years.

The Council received and noted the Clerk's report that ICO registration is complete ahead of deadline and future payments are set up as direct debit.

- 5. Draft updated Terms of Reference for Committees and Working Parties
 - a. To inform Council that Clerk has sent draft TORs to consider changing Environment and Biodiversity Working Party and Communications & Engagement Working Party to become

	Committees. (To be discussed in committees section of the agenda below)
2526/86	<p>Electoral and Committee Matters:</p> <p>1. To consider and approve draft Notice Intention to Co-Opt New Councillors</p> <p>Resolved to approve with amendments that will be sent to the Clerk by Cllr Jennings.</p>
2526/87	<p>Financial Matters</p> <p>1. To receive and note current bank balances and reconciliations from April – September.</p> <p>a. Lloyds current account 52,919.13 as of 30th September</p> <p>b. Virgin current account £7323.29 as of 30th September</p> <p>c. Lloyds deposit £89,175.35 as of 10th March (Clerk has no access to this account presently)</p> <p>The reconciliations for the period April to September were received and noted.</p> <p>2. To receive and note cashbook</p> <p>The Council received and noted the cashbook for the period April to September.</p> <p>3. To approve schedule of payments</p> <p>The schedule of payments was reviewed and approved, including the following:</p> <p>a. Zurich, £955.27 – insurance 25/26</p> <p>b. LCC, £2,700 – festive lights 25/26</p> <p>c. Town and Parish Council Audit services £300</p> <p>d. ACA £245 – 12 month room hire</p> <p>4. To receive and consider committed spend report and virement recommendations.</p> <p>This item will be postponed until Dec Meeting.</p> <p>5. To receive update from Chair on status of banking transition.</p> <p>The Chair reported that the Council's current account has been successfully transferred to Virgin Money. The Lloyds deposit account remains to be transferred, and Cllr Towns is progressing this work.</p> <p>6. 2026/2027 Budget Planning Updates and Discussion</p>
2526/88	<p>To receive information on the following ongoing issues and decide further action where necessary.</p> <p>1. To inform the Council that Leeds City Council will begin work on new playground installations within the next two weeks.</p> <p>The Council received and noted information on status of playground installation on the Village Green.</p>
2526/89	Matters requested by councillors – None
2526/90	<p>To receive and consider for decision any recommendations from the Council's Committees/Working Parties:</p> <p>1. Staffing Panel – None</p> <p>2. Planning Committee</p> <p>a. To receive and note planning decisions/information from 3rd November meeting.</p> <p>The Council noted that the Planning meeting was inquorate.</p> <p>3. Proposed Environmental & Biodiversity Working Party</p> <p>a. To consider and approve Terms of Reference for the Environmental and Biodiversity Committee/Working Party</p> <p>Postponed until December meeting.</p> <p>4. Appeals Committee – None</p> <p>5. Proposed Communications and Engagement Working Party</p>

	<p>a. To inform Council that the final approved versions of the Digital Media and Electronic Communications Policy and the Facebook Policy are now posted on the website.</p> <p><i>The Council received the report from the Working Party that the Digital Media and Electronic Communications Policy and the Facebook Policy are now posted on the website.</i></p> <p>b. To receive and approve draft newsletter and print & distribution quote.</p> <p><i>Resolved to approve Quote £880 + £175, includes template for future use, £1055</i></p> <p>c. To consider and approve Terms of Reference for the Communications and Engagement Committee</p> <p><i>Resolved to keep that group as a Working Party and Not a Committee with Updated Terms of Reference.</i></p> <p><i>Resolved to approve Terms of Reference for the Communications and Engagement Working Party.</i></p>
2526/91	<p>1. To set a date for the Annual Parish Meeting (Must take place between 1st March 1stJune. <i>Suggested Monday, 16th March at 7pm.</i></p> <p><i>Resolved to hold Annual Parish Meeting on Monday, 16th March at 7pm.</i></p> <p>2. To inform Councillors that past Annual Parish Meeting minutes are online and will be helpful to review to plan this year's.</p> <p>3. To set a date for the Annual Meeting, Tuesday 5th May at 7pm.</p> <p><i>Resolved to hold Annual Meeting Monday, 11th May at 7pm.</i></p> <p>4. To set Parish Council Meeting Dates for 2026:</p> <ul style="list-style-type: none"> • No meeting in January • Monday 2 February 2026 - <i>Approved</i> • Monday 2 March 2026 - <i>Approved</i> • Tuesday 7 April 2026 (<i>moved due to Easter Monday bank holiday</i>) – <i>Moved to 13th April</i> • Tuesday 5 May 2026 (<i>moved due to Early May bank holiday – at 7:30pm Following Annual Meeting</i>) – <i>Moved to 11th May at 7:30pm</i> • Monday 1 June 2026 - <i>Approved</i> • Monday 6 July 2026 - <i>Approved</i> • No meeting in August (<i>summer recess</i>) • Monday 7 September 2026 - <i>Approved</i> • Monday 5 October 2026 - <i>Approved</i> • Monday 2 November 2026 - <i>Approved</i> • Monday 7 December 2026 - <i>Approved</i>
2526/92	<p>To receive an update from the Ward Councillor on matters of importance to the Parish.</p> <p><i>Cllr Neil Buckley updated the Council on e-scooters, Herd farm pond restoration and improved climbing facilities, and Moortown Rugby Club Fireworks concerns.</i></p>
2526/93	Correspondence received. None requiring action by the Council.
2526/94	To notify the clerk of matters for inclusion on the agenda of the next meeting
2526/95	To confirm the date of the next meeting 1 st December 2025
	<i>Meeting date confirmed.</i>

Meeting end: 8:30pm

The agenda all papers for this meeting can be found here:
<https://www.alwoodleyparishcouncil.gov.uk/document-category/parish-council-meeting-agendas/2025-parish-council-meeting-agendas/november-2025-agenda-and-papers/>