

Record of Contracts - Alwoodley Parish Council

Contract / Project Title	Supplier Name & Company Reg No.	Description of Services and Contract Particulars	Contract Start Date	Contract End Date	Annual Cost	Procurement Route Used	Review Date
Insurance	Zurich Town & Parish, Insurer Trust Account	Insurance	28/10/2025	27/10/2026	£955.27	Legacy	Sep-26
Allotments	Alwoodley Allotment Association Limited	APC holds responsibility for the sublease. No security of tenure. APC is responsible for upholding the headlease as the main tennant. Check annually to be sure that the Allotment Society has public liability and third-party liability insurance with a minimum coverage sum of £10,000,000. Note that Clerk confirmed insurance coverage on 22 May 2026.	27 May 2016 (Lease start date)	27/05/2041	£0 (AAA pays rent of £450 and APC repays this to LCC)	N/A	
Website and IT	Orange Crush Digital Limited	Support 1' as found here: https://www.orangecrushdigital.co.uk/support-plans/	07/08/2025	07/08/2026	1,733.00	3 quotes provided at time of website creation.	
Accounting Software	Starboard Systems Limited (Scribe)	Annual fee, bespoke Parish Council accounting and reporting software	15/04/2026	15/04/2027	532.80	Put in place with approval of Council as urgent need to remedy financial management gaps that posed risk to	September 2028
Membership	Yorkshire Local Councils Associations (YLCA)	Membership to YLCA and NALC for training and development, advice notes, advice, conferences, events.	01/05/2026	01/05/2027	1,439.00	N/A	N/A
Membership		SLCC Membership for Clerk	30/06/2025	30/06/2-26	190.00	N/A	N/A
Payroll	Bradford Community Payroll & Accounts	Payroll services for employee (£5.50 per month) RTI Fees £5/month, auto enrollment for pensions - £2/month, one-off set up for new employees for auto-enrollment and pension set up	Ongoing	Ongoing		Legacy	Sep-27
Audit	Town & Parish Council Audit Services	This is the auditor that was appointed. Plan to cancel this contract due to failure to deliver and appoint new internal auditor.		Will terminate after 1st June meeting			
Membership (paid for via YLCA)	National Association of Local Councils	Membership via YLCA				V	
Pension	Nest	Pension provider that is offered by Bradford Payroll		N/A		N/A	
Lenghsman/Range r	MK Ventures	530 hours at £17 per hour plus £500 for management of formal beds.	01/04/2025	Continuing with existing contract, to be reviewed to align with budgeting	9510	Sep-26	Sep-26
Employee	Employee				Confidential		September 2026 and December
Membership	Society of Local Council Clerks	Membership for Clerk Professional Body	Jun-25	June 30 2026	£202	N/A	

Ligh Motifs (bespoke festive and tommy)	Leeds City Council	The cost for storage PAT testing installation& removal of the APC motif £192; The cost for hire installation & recovery of X6 large motifs at £300 per motif £1,800 ; The hire of a Tommy motif £258, Total cost £2,250 + vat			£2250 + VAT	Annual Quotes & approval	
Festive Lights, Trees	Leeds City Council	Renewed annually, the Hire, installation and maintenance of 4 sets of LED lights on King Lane at £200 per set. (£800) ; Hire, installation and maintenance of 4 sets of LED lights at £200 per set (£800) Hire, installation and maintenance of 4 sets of LED lights at £200 per set (£800); Hire, installation and maintenance of 4 sets of lights at £200 per set (£800)			£3,200	Annual Quotes & approval	
External Audit	PKF Littlejohn LLP				£315 + VAT	Assigned to council - required.	
Adult Exercise Equipment Inspection	Streetscape	Inspection of Adult exercise equipment			£250+ VAT	Quotes submitted; extension of pre- existing contract; reviewed annually	Jun-26