



**MINUTES OF THE
ANNUAL MEETING OF ALWOODLEY PARISH COUNCIL**

Monday 11th May 2026

Alwoodley Community Centre, 60 The Avenue, Leeds LS17 7NZ

7:00 PM

PRESENT:

Signed as a true and accurate record by

Cllr Jordan (Chairman)

Name/Role: D Jordan

Cllr Pritchard

Cllr Hainsworth

Signature: *Daniel Jordan*

03/10/2026

Cllr Dickinson

Cllr Duxbury

Cllr Jennings

Cllr Downes

Cllr Wright

APOLOGIES:

Cllr Towns

IN ATTENDANCE:

Ward Councillors gave apologies in advance

2627/16 ELECTION OF CHAIRMAN: It was **RESOLVED** that Cllr Jordan be elected Chairman of the Council for the 2026/27 municipal year.

2627/17 DECLARATION OF OFFICE: Cllr Jordan made a formal public declaration of acceptance of office.

The Council noted the service of former Chairman, Keith White and extended warm thanks and agreed to a small gift subject to checking.

2627/18 ELECTION OF VICE-CHAIRMAN: It was **RESOLVED** that Cllr Towns be elected Vice-Chairman of the Council for the 2026/27 municipal year.

- 2627/19 DECLARATION OF OFFICE:** Cllr Towns will make a formal public declaration of acceptance of office at the next meeting as he was not present.
- 2627/20 WELCOME:** The Chairman welcomed all present to the meeting.
- 2627/21 APOLOGIES:** Apologies were received and accepted from Cllr Towns.
- 2627/22 MINUTES:** The minutes of the April 2026 meeting were approved as a true record. **RESOLVED to approve minutes of the April 2026 Meeting.**
- 2627/23 SCHEME OF DELEGATION:** The Council reviewed the Scheme of Delegation (approved Nov 2025) and **RESOLVED** to re-adopt it for 2026/27.
- 2627/24 TERMS OF REFERENCE:** The Council reviewed the Terms of Reference for all committees/working parties for <https://www.alwoodleyparishcouncil.gov.uk/document-category/policies/current-policies/committee-terms-of-reference/>
- [Planning Committee](#)
 - [Staffing Panel](#)
 - [Appeals Panel](#)
 - [General Working Party](#)
 - [Environmental, Sustainability and Biodiversity Working Party](#)
 - [Communications and Engagement Working Party](#)
- and **RESOLVED to note and continue them.**
- 2627/25 COMMITTEE APPOINTMENTS:** It was **RESOLVED** to appoint members as follows:
- **Planning Committee:** Cllr Dickinson, Cllr Downes, Cllr Pritchard, Cllr Jordan, and Cllr Buckland and Non Voting Member Mark Illingworth (member of the public).
 - **Staffing Panel:** Cllr Towns, Cllr Pritchard, Cllr Wright, and Cllr Jordan.
 - **Appeals Panel:** Cllr Downes, Cllr Hainsworth, Cllr Jennings
 - **Environment, Sustainability and Biodiversity Working Party:** Cllr Wright, Cllr Jennings, Cllr Hainsworth (noted interest in footpaths)
 - **Communications and Engagement Working Party:** Cllr Dickinson, Cllr Pritchard, Cllr Wright, Cllr Hainsworth, Cllr Downes
- 2627/26 OUTSIDE BODIES:** It was **RESOLVED** to appoint the following representatives:
- **Alwoodley Community Forum:** Cllr Dickinson, Cllr Jordan.
 - **PACT/Police Liaison:** Cllr Dickinson, Cllr Downes, Cllr Pritchard.
 - **ACA Liaison:** Cllr Pritchard.

- **Alwoodley Social Club Liaison:** Cllr Pritchard.
- **Leeds Parks and Green Spaces Forum:** Cllr Wright.
- **YLCA Liaison:** Cllr Jordan.
- **Training and Development Liaison:** Cllr Towns.
- **Allotments – Cllr Downes**
- **Incredible Edible Liaison:** Cllr Jennings
- **Town and Parish Meeting Liaison (Outer Northeast):** Cllr Jordan, Cllr Towns.

2627/27 NEW COMMITTEES: No new committees or working parties were proposed.

RESOLVED to create a committee to work on the revised Neighbourhood Plan. Clerk to create terms of reference for that working party and bring to next meeting.

2627/28 GOVERNANCE POLICIES: The Council reviewed the full suite of statutory, media, and employment policies and **RESOLVED** to re-adopt all of the following policies.

- a) [Standing Orders](#) (Adopted January 2026)
- b) [Financial Regulations](#) (Adopted November 2025)
- c) [Complaints procedure](#) (Adopted March 2026)
- d) [Freedom of Information](#) (Adopted February 2026)
- e) [Data Protection](#) policies (Adopted November 2025)
- f) Media Policies
 - 1. [Digital media and communications policy](#) (Adopted October 2025)
 - 2. [Facebook Policy – Approved October 2025](#)
 - 3. [Website Accessibility Statement – Approved November 2025](#)
- g) **Employment Policies**
 - 1. [Dignity at Work Policy – Adopted 2nd February 2026](#)
 - 2. [Disciplinary Policy – Approved 2nd February 2026](#)
 - 3. [Health and Safety Policy – Approved February 2026](#)

2627/29 ASSET REGISTER & INSURANCE: The Council reviewed the [Asset Register](#) and [Insurance Coverage](#) confirmed that insurance coverage remains adequate subject to confirming new notice board is on the asset register and new register sent to insurance.

2627/30 CONTRACTS & ARRANGEMENTS: The Council reviewed current contracts, subscriptions, and SLAs and **RESOLVED** to continue all existing arrangements for the 2026/27 year. ***Noted his will be moved to the June meeting***

- a) **2627/30 BANK SIGNATORIES** It was noted that no current councillors are signatories on the Alwoodley Parish Council Lloyds Deposit Bank Account number 01064618, sort code 30-00-05.
- b) RESOLVED that the Council appoint Cllr Daniel Jordan, Cllr Stephen Wright, Cllr Geoffrey Downes, and Cllr David Towns as signatories on the Alwoodley Parish Council Lloyds Deposit Bank Account number 01064618, sort code 30-00-05.
- c) RESOLVED that Keith Michael White, Judith Sophia Williams, and Susan Smith, Eve Martin are to be removed from being signatories on the Alwoodley Parish Council Lloyds Deposit Bank Account number 01064618, sort code 30-00-05.
- d) RESOLVED to appoint Cllr Daniel Jordan, Cllr Stephen Wright, Cllr Geoffrey Downes, and Cllr David Towns as signatories on the Alwoodley Parish Council Virgin Money Current Account number 10195484, Sort Code 82-12-08
- e) RESOLVED to remove Keith Michael White from being signatory on the Alwoodley Parish Council Virgin Money Current Account number 10195484, Sort Code 82-12-08

2627/31 S137 PAYMENTS: The Council received the report on 2025/26 S137 expenditure. It was noted that total expenditure was £5,684, within the maximum limit of £79,842 (6,883 electors x £11.60).

2627/32 DATES: The Council confirmed the 2026/27 schedule: Monday 1 June 2026
 Monday 6 July 2026
 Monday 3 August (Planning Committee Only), No APC meeting in August (*summer recess*)
 Monday 7 September 2026
 Monday 5 October 2026
 Monday 2 November 2026
 Monday 7 December 2026 Planning Committee Meeting Only; No APC meeting. *Councillor* budget workshop, members only, 7pm.

2627/33 ANNUAL PLAN: The Council received and **RESOLVED** to approve the Annual Plan. Noted that plan will on the agenda for the June meeting

Chairman closed the meeting at 7:37