

Alwoodley Parish Council

Prepared by: Jennifer Roberts *Jennifer Roberts* Date: 23/05/2026
Name and Role (Clerk/RFO etc)

Approved by: Louise Jennings *Louise Jennings* Date: 28/05/2026
Name and Role (RFO/Chairman/Finance Officer)

Richard Williams *Richard Williams* Date: 25/05/2026
Chairman

	Bank Reconciliation at 23/05/2026		
	Cash in Hand 01/04/2026		92,768.52
	ADD Receipts 01/04/2026 - 23/05/2026		65,726.34
			158,494.86
	SUBTRACT Payments 01/04/2026 - 23/05/2026		10,832.09
A	Cash in Hand 23/05/2026 (per Cash Book)		147,662.77
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Virgin 10195484 82-12-08 7/7/25 23/05/2026	58,487.42	
	Lloyds Deposit Account 0164618 (f 31/03/2026	89,175.35	
			147,662.77
	Less unrepresented payments		
			147,662.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		147,662.77
	A = B Checks out OK		

Alwoodley Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
15	04/05/2026		Virgin	10195484 82	Corrected March Invoice - Rang	MK Ventures		173.55		173.55
10	12/05/2026	2627/8	Virgin	10195484 82 19884	Newsetter Printing	Flow Solutions Group Ltd		1,010.00	202.00	1,212.00
12	22/05/2026	2526/102 (3)	Virgin	10195484 82	Clerk's Salary	Employee		1,070.14		1,070.14
13	22/05/2026		Virgin	10195484 82	PAYE and NI contributions	HMRC Cumbernauld		477.43		477.43
14	23/05/2026		Virgin	10195484 82 10185484	pension	Nest		101.54		101.54
16	23/05/2026		Virgin	10195484 82	Ranger Services	MK Ventures		932.90		932.90
11	05/12/2026		Virgin	10195484 82 203-2161036-3375	Phone purchase	Employee		64.98		64.98
Total								3,830.54	202.00	4,032.54

Prepared by: Jennifer Roberts, Clerk *Jennifer Roberts* Date: 05/05/2026

Approved by: GRB Downes *GRB Downes* Date: 05/05/2026

Approved by: SJM Wright *SJM Wright* Date: 06/05/2026

INVOICE

The Parish Clerk
Alwoodley Parish Council
60 The Avenue,
Leeds
LS17 7SE

Date: 04/05/2026
Invoice No: P7/142 - revised
Our Ref No: A/R4/26
Your Ref No:

Description	Net (£)
W/C 2 nd March. 11hrs @ £17.00 per hour. Work involving Litter picking, admin, removing fallen branches, verge repairs, keep it green signs.	£187.00
W/C 9 th March. 9 1/2 hours. Work involving litter picking, crown lift trees, meeting prep, weed flower beds.	£161.50
W/C 16 th March. 13 hours. Work involving litter picking, clear fallen branches Wentworth Crescent, assemble and erect new notice board on Village Green, admin, footpath clearance of brambles and holly.	£221.00
W/C 23 rd March. 10 hours. Work involving removing branches from Village Green, litter picking, cutting back overhanging branches King Lane, admin.	£170.00
19 miles @ 45ppm.	£8.55
Terms payment due 10 Days	Sub Total
	£748.05
	Balance Due
	£748.05

Please note:

Payment BACS payment Acc no 56135235 Sort code 05-01-26
HSBC,
Cheques should be made payable to J M Illingworth

Credit Note

From: MK Ventures

Date: 04/05/2026

To: Alwoodley Parish Council

Re Invoice No: P7/142

Our Ref No: A/R4/26

Your Ref No: CN-P7/142

Description	Amount (£)
Ref: CN-P7/142 Relating to Invoice No: P7/142 Reason: Invoice reissued with corrected total	-£574.50
Terms payment due 10 Days	-£574.50
Sub Total	-£574.50
Balance Due	-£574.50

Please note:

Payment BACS payment Acc. no 56135235 Sort code 05-01-26

Cheques should be made payable to J M Illingworth



Flow Solutions Group Ltd
 Unit J, Royd Mill Business Park
 Dye House Lane, Brighouse HD6 1LL
 VAT Reg No: 937 6015 16

Invoice

Email: accounts@flow-uk.com
 Website: flow-uk.com

Invoice Ref: 19884
 Client PO:
 Job Ref: FLJB18217
 Co. Ref: ALWOODLE
 Invoice Date: 17/04/2026
 Invoice Due Date: 17/04/2026
 Email: steve.wright@alwoodleyparishcouncil.gov.uk

Alwoodley Parish Council
 60 The Avenue, Alwoodley
 Leeds
 LS17 7NZ

Description: D2D, Newsletters, March 2026

Unit Price VAT VATAmount

DESIGN, PRINT AND FULFILMENT

Receive artwork and check. Redesign to print ready PDF, A4 folded to A5, using previous artwork as a template. Send draft to client for approval. Supply print of A4 folded to A5 4pp leaflets, 150gsm silk, 4/4, qty. 5,000. Order management - box and label leaflets to RM specifications. Courier on time to Royal Mail (qty. 3,801). Send remainder to 1 Leeds address

£1,010.00 20% £202.00

DISTRIBUTION

Door to door distribution to 3,801 homes in LS17 7
 Week commencing 11th or 18th May 2026

Bank Details:
 Payee: Flow Solutions Group Ltd
 Bank: Barclays Bank PLC
 Acc No: 83911330 Sort Code: 20-43-04

Net Total: £1,010.00
VAT Amount: £202.00
Total: £1,212.00

Payment terms: Immediate

Please note that all queries, disputes or complaints regarding works on this invoice must be raised within 14 days of this invoice. Failure to raise any concerns within this timeframe will result in dismissal of claims going forward. Goods supplied and contained on this invoice remain the property of Flow Solutions Group Limited until payment is received in full.

INVOICE

The Parish Clerk
Alwoodley Parish Council
60 The Avenue,
Leeds
LS17 7SE

Date: 03/05/2026

Invoice No: P2/75

Our Ref No: A/R2/26

Your Ref No:

Description	Net (£)
W/C 30 th March. 9½ hrs @ £17.00 per hour. Work involving Litter picking, cutting back overgrowing branches, clear sight line for Crag Lane.	£161.50
W/C 6 th April. 10½ hrs. Work involving admin, litter picking, clear footway The Valley, pick Balsam, inspect gym equipment.	£178.50
W/C 13 th April. 11½ hrs. Work involving litter picking, collect printer, Balsam removal, poo bags.	£195.50
W/C 20 th April. 11 hrs. Work involving litter picking, inspect gym equipment, admin, work on new notice board and admin.	£187.00
W/C 27 th April. 11 hrs. Work involving litter picking, cutting back trees from footpaths, clearing Balsam, check gym equipment, poo bags, verge signs.	£187.00
52 miles @ 45ppm.	£23.40
Terms payment due 10 Days	Sub Total
	£932.90
	Balance Due
	£932.90

Please note:

Payment BACS payment Acc. No. 56135235 Sort code 05-01-26

Cheques should be made payable to J M Illingworth

