

Action Log Alwoodley Parish Council

Beginning April 2025

Meeting Date	Minute Ref	Action / Decision	Assigned To	Deadline / Status
07/04/2025	2425/010	Bring a draft biodiversity policy to the Council for consideration.	Environmental & Bio-diversity Working Party	May 2025 https://www.alwoodleyparishcouncil.gov.uk/wp-content/uploads/2025/06/Alwoodley-Biodiversity-Policy-2025.pdf
07/04/2025	2425/010	Consider the remaining elements of the Alwoodley 2030 grant application.	Full Council	May 2025 Unsure What this is
12/05/2025	2425/025	Conduct the first review of how well the newly adopted Biodiversity Policy is working.	Full Council	Nov 2025 Pending
02/06/2025	2526/12	List what happens with everyone's council email addresses.	Clerk	ASAP Completed
02/06/2025	2526/12	Liaise with the Ranger to bring quotes for the outdoor exercise equipment.	Clerk	July 2025 Completed
02/06/2025	2526/14	Send the Facebook Page Policy & Social Media debate policy.	Cllr White	July 2025 Completed
02/06/2025	2526/15	Bring a survey proposal to the next meeting.	Environmental & Biodiversity Working Party	July 2025 Completed
02/06/2025	2526/20	Connect the Clerk with the IT provider to sort out emails.	Chair	ASAP Completed
07/07/2025	2526/28	Clarify the quote and contractor details for replacing the playground equipment with LCC.	Cllr Towns & Ranger	Sept 2025 Completed
07/07/2025	2526/28	Recirculate the playground inspection report.	Clerk	ASAP Completed
07/07/2025	2526/28	Follow up regarding the brass band and circulate.	Clerk	ASAP Completed
07/07/2025	2526/30	Bring draft policies for electronic and printed communications to the Council.	Communications Working Party	Sept 2025 Completed
07/07/2025	2526/30	Book a room at the ACA and send booking form to YLCA for whole council training.	Clerk	Sept 10, 2025 Book a room at the ACA and send booking form to YLCA for whole council training.
07/07/2025	2526/32	Purchase flowers for Judith and Sue (for banking transition help) and submit receipt.	Cllr Towns	ASAP Completed
07/07/2025	2526/32	Identify, appoint, and remunerate an internal auditor for 24/25 AGAR.	Clerk	ASAP Completed
22/07/2025	2526/39	Create an action plan regarding the internal auditor's recommendations (including dates and responsibilities)	Working Group (Cllrs Towns, Hainsworth, Buckl	Sept 1, 2025 completed by Clerk
01/09/2025	2526/47	Follow up with the auditor about the eligibility of the Alwoodley Allotments for their grant.	Clerk	ASAP Complete
01/09/2025	2526/47	Submit proposals for 2026/2027 budget items to the Clerk/RFO.	All Working Parties	Oct 1, 2025 Complete
01/09/2025	2526/47	Invite local groups to submit Community Grants Expressions of Interest for 2026/2027.	Clerk	ASAP Complete
01/09/2025	2526/48	Reach out to contacts to consult on what is wanted for the gym/adult exercise equipment.	Councillors	Oct 2025 Could pick this back up at picnic
01/09/2025	2526/51	Bring Terms of Reference for the Environmental & Biodiversity WP, Communications WP, and Internal Aud	Applicable Committees	Oct 2025 Complete
06/10/2025	2526/62	Set up a rota of councillors to review accounts and monthly reconciliations.	Clerk	ASAP Complete
06/10/2025	2526/62	Create a full draft of the Financial Regulations with recommended changes and send to the Audit Committ	Clerk	Nov 2025 Complete
06/10/2025	2526/70	Draft Terms of Reference to send to the Environment & Biodiversity and Communications groups.	Clerk	ASAP Complete
06/10/2025	2526/72	Develop a plan for creating and printing the newsletter (5,000 by Royal Mail, 1,200 by volunteers).	Communications Group	ASAP Complete
03/11/2025	2526/86	Send amendments for the Notice of Intention to Co-Opt New Councillors to the Clerk.	Cllr Jennings	ASAP Complete
05/01/2026	2526/102	Send the allotment lease to councillors (regarding unpaid rent).	Clerk	ASAP Complete
05/01/2026	2526/102	Attempt to claim back VAT dating back to 2022.	Clerk	ASAP Complete
05/01/2026	2526/102	Work with past Councillors to use a paper check to transfer funds in the deposit account.	Clerk	ASAP
05/01/2026	2526/103	Communicate the decision to hand over ownership/management of adult exercise equipment to LCC.	Council/Clerk	ASAP Requested, still awaiting paperwork
05/01/2026	2526/104	Look into options for Festive Lights ahead of the April meeting.	Cllrs Dickinson, Jordan, Wright	April 2026 Complete
05/01/2026	2526/105	Enquire as to why there was a duplicate planning application.	Clerk	ASAP Complete
05/01/2026	2526/106	Forward PACT meetings to councillors.	Clerk	ASAP Complete
02/02/2026	2526/114	Print off the required Health & Safety poster, purchase a First Aid kit, and incident logbook.	Clerk	ASAP Complete
02/02/2026	2526/115	Coordinate conversations with the co-option candidate.	Council & Clerk	ASAP Complete
02/02/2026	2526/116	Bring revised financial reports in February incorporating changes to Scribe entries.	Clerk	March 2026 Complete
02/02/2026	2526/117	Create a plan for the June 21st brass band concert to be part of the Leeds 400 Celebration.	Engagement Working Party	March 2026 Complete
02/02/2026	2526/117	Organise refreshments for the Annual Parish Meeting.	Mark (Ranger)	March 17, 2026 Complete
02/02/2026	2526/117	Meet to plan the Annual Parish Meeting; invite Leeds 400 rep & Tree Officer.	Clerk, Cllrs Towns, Pritchard, Dickinson	March 17, 2026 Complete
02/02/2026	2526/119	Check the contract about the annual review for the Clerk and make arrangements.	Staffing Panel / Council	ASAP Complete
02/02/2026	2526/119	Ask Cllr Hainsworth to update on the notice board at the New Inn at Eccup.	Clerk	Next meeting Pending
02/02/2026	2526/122	Arrange a meeting with the Allotments leadership and bring an update to the next meeting.	Cllr Pritchard & Clerk	March 2026 Partial - write up memo on VAT implications
02/03/2026	2526/130	Draft a letter of complaint to Lloyds regarding the bank transition.	Clerk & Cllr Downes	ASAP Complete
02/03/2026	2526/130	Take responsibility for assigned Monthly Financial Oversight dates and swap dates if conflicts arise.	All Councillors	Ongoing Complete
02/03/2026	2526/131	Convene the meeting regarding the Brass Band Concert as part of Leeds 400.	Cllr Downes	ASAP Complete
02/03/2026	2526/133	Send APM agenda jpg to Cllrs to put on WhatsApp.	Clerk	ASAP Complete
13/04/2026	Action Log	Process the VAT 126 reclamation form for Jan-March 2026 to recover £310.13.	Clerk	Complete Complete
13/04/2026	Action Log	Coordinate signature execution on the restated 2024/25 AGAR figures.	Clerk	Complete Complete
13/04/2026	Action Log	Research legislative guidelines surrounding corporate sponsorship options for parish council events.	Clerk	Pending Partial - write up memo on VAT implications
13/04/2026	Action Log	Process mandate paperwork to systematically remove all legacy signatories and add new ones.	Clerk	Ongoing Completed
13/04/2026	Action Log	Escalate unresolved bank reserves account transition delays (formal complaint).	Clerk	New Action Signatories changed, complaint accepted. Now Councillors to transfer funds
13/04/2026	Action Log	Contact the Parks department to ask if the Parish Council may hang a banner.	Clerk	Pending Jen asked on 12th June
13/04/2026	Action Log	Investigate Working from Home policy and Lone Working policy.	Clerk	Deferred to Sept Deferred to Sept
13/04/2026	2627/9	Complete the Training and Development inventory and needs assessment and send to Clerk.	All Councillors	30 April 2026 Completed
13/04/2026	Action Log	Populate the baseline 2026/2027 Annual Action Plan template with core budget items.	Clerk	May/June 2026 Completed
11/05/2026	2627/19	Make a formal public declaration of acceptance of office.	Cllr Towns	Next meeting Completed at June Meeting

