
New YLCA support update #23716 "Correcting past errors"

From YLCA Admin <admin@yorkshirelca.gov.uk>

Date Thu 2026-06-11 3:15 PM

To the.clerk@alwoodleyparishcouncil.gov.uk <the.clerk@alwoodleyparishcouncil.gov.uk>

New reply to your ticket

Comment

Yorkshire Local Councils Associations

Dear Jennifer,

ALWOODLEY PARISH COUNCIL – PAST COUNCIL MINUTES

Thank you for your enquiry which was received by YLCA today, in which you seek advice for the Parish Council in the matter of the past errors picked up by the Internal Auditor.

These Associations would advise that, while Schedule 12, paragraph 7(2) of the Local Government Act 1972 provides that the Annual Meeting of the Council should be held in May, and the Council did not hold its Annual Meeting in May 2025, we are not aware of any legislation or case law which provides that failure to hold the Annual Meeting in May would, of itself, render subsequent decisions unlawful.

Section 15(1) and (2) of the Local Government Act 1972 requires the appointment of a Chairman to take place annually, and this should be the first substantive item of business at the Annual Meeting of the Council. Following our telephone discussion, you have confirmed that this requirement was met, and that at the June 2025 meeting the first item of business was the appointment of a Chairman for the municipal year, with a Chairman duly appointed.

In order to provide reassurance to the internal auditor, we would suggest that at the next Council meeting an agenda item is included to ratify all decisions taken between [insert dates], with a composite resolution of the Council to that effect. (There would be no requirement to list the resolutions of previous meetings, simply have a composite resolution).

The minutes could also record that the Annual Meeting of the Council was not held in May 2025 due to prevailing circumstances at that time, and that a Chairman for the ensuing municipal year was subsequently elected at the June 2025 meeting.

We hope this is helpful.

Yours sincerely,

Karen Mann
Local Councils Advisory and Training Officer

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