Action Log Alwoodley Parish Counci

Beginning April 2025

Meeting Date	Minute Ref	Action / Decision	Assigned To	Deadline / Status	Notes
07/04/2025	2425/010	Bring a draft biodiversity policy to the Council for consideration.	Environmental & Bio-diversity Working Party	Completed	
12/05/2025	2425/025	Conduct the first review of how well the newly adopted Biodiversity Policy is working.	Full Council	Incomplete	
02/06/2025	2526/12	List what happens with everyone's council email addresses.	Clerk	Completed	
02/06/2025	2526/12	Liaise with the Ranger to bring quotes for the outdoor exercise equipment.	Clerk	Completed	
02/06/2025	2526/14	Send the Facebook Page Policy & Social Media debate policy.	Cllr White	Completed	
02/06/2025	2526/15	Bring a survey proposal to the next meeting.	Environmental & Biodiversity Working Party	?	
02/06/2025	2526/20	Connect the Clerk with the IT provider to sort out emails.	Chair	Completed	
07/07/2025	2526/28	Clarify the quote and contractor details for replacing the playground equipment with LCC.	Cllr Towns & Ranger	Completed	
07/07/2025	2526/28	Recirculate the playground inspection report.	Clerk	Completed	
07/07/2025	2526/28	Follow up regarding the brass band and circulate.	Clerk	Completed	
07/07/2025	2526/30	Bring draft policies for electronic and printed communications to the Council.	Communications Working Party	Completed	
07/07/2025	2526/30	Book a room at the ACA and send booking form to YLCA for whole council training.	Clerk	Completed	
07/07/2025	2526/32	Purchase flowers for Judith and Sue (for banking transition help) and submit receipt.	Cllr Towns	Completed	
07/07/2025	2526/32	Identify, appoint, and remunerate an internal auditor for 24/25 AGAR.	Clerk	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, Buckland, White)	Completed	
01/09/2025	2526/47	Follow up with the auditor about the eligibility of the Alwoodley Allotments for their grant.	Clerk	Completed	
01/09/2025	2526/47	Submit proposals for 2026/2027 budget items to the Clerk/RFO.	All Working Parties	Completed	
01/09/2025	2526/47	Invite local groups to submit Community Grants Expressions of Interest for 2026/2027.	Clerk	Completed	
01/09/2025	2526/48	Reach out to contacts to consult on what is wanted for the gym/adult exercise equipment.	Councillors	Completed	
01/09/2025	2526/51	Bring Terms of Reference for the Environmental & Biodiversity WP, Communications WP, and Internal Audit WP to the Council.	Applicable Committees	Completed	
06/10/2025	2526/62	Set up a rota of councillors to review accounts and monthly reconciliations.	Clerk	Completed	
06/10/2025	2526/62	Create a full draft of the Financial Regulations with recommended changes and send to the Audit Committee.	Clerk	Completed	
06/10/2025	2526/70	Draft Terms of Reference to send to the Environment & Biodiversity and Communications groups.	Clerk	Completed	
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	Completed	
03/11/2025	2526/86	Send amendments for the Notice of Intention to Co-Opt New Councillors to the Clerk.	Cllr Jennings	Completed	
05/01/2026	2526/102	Send the allotment lease to councillors (regarding unpaid rent).	Clerk	Completed	
05/01/2026	2526/102	Attempt to claim back VAT dating back to 2022.	Clerk	Completed	
05/01/2026	2526/102	Work with past Councillors to use a paper check to transfer funds in the deposit account.	Clerk	Completed	
05/01/2026	2526/103	Communicate the decision to hand over ownership/management of adult exercise equipment to LCC.	Council/Clerk	Completed	I am advised that yes we can take on the equipment, but this is on the strict understanding that Any equipment found to be unsafe and or beyond economical repair will be removed by LCC, and that we are under no obligation to replace or renew As equipment comes to the end of its economical life we LCC are free to remove and dispose of and we are under no obligation to replace or renew any of the equipment. Both ward and Parish councils are aware of the above points and are in agreement with them. I hope this is agreeable with you
05/01/2026	2526/104	Look into options for Festive Lights ahead of the April meeting.	Cllrs Dickinson, Jordan, Wright	Completed	
05/01/2026	2526/106	Forward PACT meetings to councillors.	Clerk	Completed	Listed on website for any councillor interested.
02/02/2026	2526/114	Print off the required Health & Safety poster, purchase a First Aid kit, and incident logbook.	Clerk	Completed	
02/02/2026	2526/115	Coordinate conversations with the co-option candidate.	Council & Clerk	Completed	
02/02/2026	2526/116	Bring revised financial reports in February incorporating changes to Scribe entries.	Clerk	Completed	
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	Completed	
02/02/2026	2526/117	Organise refreshments for the Annual Parish Meeting.	Mark (Ranger)	Completed	
02/02/2026	2526/117	Meet to plan the Annual Parish Meeting; invite Leeds 400 rep & Tree Officer.	Clerk, Cllrs Towns, Pritchard, Dickinson	Completed	
02/02/2026	2526/119	Check the contract about the annual review for the Clerk and make arrangements.	Staffing Panel / Council	Completed	
02/02/2026	2526/119	Ask Cllr Hainsworth to update on the notice board at the New Inn at Eccup.	Clerk	Completed	
02/02/2026	2526/122	Arrange a meeting with the Allotments leadership and bring an update to the next meeting.	Cllr Pritchard & Clerk	Pending	
02/03/2026	2526/130	Draft a letter of complaint to Lloyds regarding the bank transition.	Clerk & Cllr Downes	Completed	
02/03/2026	2526/130	Take responsibility for assigned Monthly Financial Oversight dates and swap dates if conflicts arise.	All Councillors	Completed	
02/03/2026	2526/131	Convene the meeting regarding the Brass Band Concert as part of Leeds 400.	Cllr Downes	Completed	
02/03/2026	2526/133	Send APM agenda jpg to Cllrs to put on WhatsApp.	Clerk	Completed	
13/04/2026	Action Log	Process the VAT 126 reclamation form for Jan–March 2026 to recover £310.13.	Clerk	Completed	
13/04/2026	Action Log	Coordinate signature execution on the restated 2024/25 AGAR figures.	Clerk	Completed	
13/04/2026	Action Log	Research legislative guidelines surrounding corporate sponsorship options for parish council events.	Clerk	Completed	
13/04/2026	Action Log	Process mandate paperwork to remove all legacy signatories and add new ones.	Clerk	Completed	
13/04/2026	Action Log	Escalate unresolved bank reserves account transition delays (formal complaint).	Clerk	Completed	
13/04/2026	Action Log	Contact the Parks department to ask if the Parish Council may hang a banner.	Clerk	Completed	
13/04/2026	Action Log	Investigate Working from Home policy and Lone Working policy.	Clerk	Pending	Deferred to future meeting per time constraints
13/04/2026	2627/9	Complete the Training and Development inventory and needs assessment and send to Clerk.	All Councillors	Completed	

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13/04/2026	Action Log	Populate the baseline 2026/2027 Annual Action Plan template with core budget items.	Clerk	May/June 2026	Completed- Awaiting engagement working group
11/05/2026	2627/19	Make a formal public declaration of acceptance of office.	Cllr Towns	Complete	Completed at June Meeting
11/05/2026	2627/27	Create Terms of Reference for the committee working on the revised Neighbourhood Plan.	Clerk	Pending	Deferred until after meeting with LCC
1/6/2026	**2627/51**	Update May 11 meeting minutes to note apologies from the Ward Councillor and the correct grant funding amount for the Alwoodley Repair Café. DOC	Clerk (Jennifer Walper Roberts) DOC	Complete	
1/6/2026	**2627/54**	Monitor banking transition (reserves account). If the issue is not resolved following the submission of the resolution form, draft and submit a formal complaint. DOC	Chair (Cllr Jordan), Cllr Downes, Cllr White, and the Clerk DOC	Complete	
1/6/2026	**2627/51**	Alter the standard agenda format so the "ongoing issues/actions" item sits immediately after the approval of minutes, and includes "other items arising from previous meetings". DOC	Clerk DOC	Complete	
1/6/2026	**2627/53**	Coordinate with newly appointed internal auditor Sonya Blythe to receive the internal audit report. DOC	Clerk	Complete	
1/6/2026	**2627/53**	Prepare the Annual Governance and Accounting Statement (AGAR) for 2025/2026, ensuring compliance with the required answers/assertions.	Clerk / RFO	Complete	
1/6/2026	**2627/55**	Update the Council's Action Plan with three agreed amendments: 1. Include precept request oversight in finance section. 2. Add potential guest speakers (e.g., local historians). 3. Add nature corridor partner examples.	Clerk	Complete	
1/6/2026	**2627/55**	Adjust the training calendar and Action Plan Part I/Part II dates to remove the Wednesday 10 June DMMO session and avoid booking events in December. Review and propose new dates.	Cllr Towns & the Clerk DOC	Complete	
1/6/2026	**2627/55**	Arrange the annual safety/maintenance inspection of the adult exercise equipment with Streetscape at the agreed cost of £250.	Clerk	Complete	
1/6/2026	**2627/55**	Set a date for Whole Council Training.	Clerk & Cllr Towns	Pending	To be scheduled in 2027
1/6/2026	**2627/55 / 57**	Set a date and arrange the Neighbourhood Plan Assessment workshop/session with Ian MacKay (Leeds City Council).	Clerk & Cllr Towns DOC	Complete	
1/6/2026	**2627/55**	Retrieve the parish noticeboard from The New Inn at Eccup.	Cllr Hainsworth & Cllr Pritchard	Complete	
1/6/2026	**2627/59**	Notify the Town and Parish Planning Meeting coordinator that Alwoodley Parish Council voted 'yes' to hearing a West Yorkshire Vision Zero Briefing.	Clerk	Complete	
1/6/2026	**2627/61**	Add "Vision for future events on the green" to the next agenda (carried forward from item 2627/57).	Clerk	Complete	
1/6/2026	**2627/61**	Collaborate with the Parish Ranger to research repair/replacement options for the deteriorated accessible path leading to the picnic table, and add to the next agenda.	Clerk & Parish Ranger	Complete	Ranger communicated with Cllr Cohen and remedying accessibility is progressing via LCC
1/6/2026	**2627/54**	Publish the updated Record of Contracts online in accordance with the Transparency Code for Smaller Authorities.	Clerk	Complete	Complete
1/6/2026	**2627/59**	Chase up Ben Jackson (Footpath Officer) regarding the ongoing footpath marking project.	Cllr Wright DOC	Pending	King Lane footway. Footpath officer intimated that a 700 metre long x 1.2 w path along king lane will cost in the region £31K. LCC do not have funding for this at present Also the footpath officer has asked us to liaise with headignly golf club to see if we can use a small part of their course to route the path. [SW & RH are dealing with it] Other: I have had trail markers for Meanwood Valley trail and others (eg Dales Way) delivered to me by LCC FOC and have arranged with Mark to see where we need to put these. Installation will eventually appear as a cost in Marks invoicing
6/7/2026	**2627/70**	Send the recent adult exercise equipment inspection report to Vicky Nunns and ensure safety hazards/wear and tear are highlighted to LCC, communicating APC's commitment and agreeing timescales.	Clerk	Completed	
6/7/2026	**2627/70**	Install the retrieved noticeboard fixed to posts by Councillor Hainsworth's garden wall.	Cllr Hainsworth	Pending	
6/7/2026	**2627/70**	Reply to Elaine Matson regarding attendance at the upcoming Town and Parish Council Forum meeting.	Councillors (Individual response)	Completed	
6/7/2026	**2627/71**	Transfer IT budget virement (£95) from Lloyds Bank to Virgin to cover phone contract (£6/month) and Microsoft 365 (£84.99/year) costs.	Clerk / RFO	Completed	
6/7/2026	**2627/71**	Accept the £60 complaint settlement from Lloyds and transfer the remaining deposit account funds to Virgin as soon as possible.	RFO / Clerk	Completed	
6/7/2026	**2627/71**	Share the updated grants awarded and remaining list alongside meeting papers.	RFO	Completed	https://www.alwoodleyparishcouncil.gov.uk/document/grants-awarded-as-of-1st-september-2026/
6/7/2026	**2627/72**	Arrange a meeting with the ACA manager regarding room decoration for the Clerk's office.	Cllr Pritchard	Completed	
6/7/2026	**2627/73**	Send formal response to Leeds Beckett regarding the Landscape Architecture student collaboration proposal on behalf of the council.	Cllr Jordan	Completed	
6/7/2026	**2627/75**	Invite Parish Councillors to the upcoming Allotments event.	Cllr Downes	Completed	
6/7/2026	**2627/75**	1) Cancel festive tree lights and arrange alternative lights (not through LCC); 2) Upgrade lamp post lights.	Clerk / Council	Pending	Jen made request to cancel tree lights, keep lampost lights
6/7/2026	**2627/76**	Refer obstructive footpath query to LCC service and Harewood Parish.	Clerk	Completed / Referred	complete
6/7/2026	**2627/77**	Include funding/marquee for September band concert on the next meeting agenda and approve £800 to allow marquee booking in advance.	Clerk	Completed	
6/7/2026	2627/73	Submit comments recommended by planning committee, note to LCC re	Clerk	Completed / Referred	
		Outer North East Conference (Town and Parish) - Invite 18-09-2026		Completed	
7/9/2026	2627/86	Add consideration of creating an Alwoodley Resilience Plan to an upco	Clerk	Next / Upcoming	Arising from WYRF presentation
7/9/2026	2627/87	Propose a plan for surgeries, including a rota	Clerk	Completed	Added to agenda for oct meeting
7/9/2026	2627/87	Instruct River Six (£375 quote) to arrange Nature Recovery presentatio	Clerk	Completed	Ecologist presentation & 2-hour Parish walks
7/9/2026	2627/87	Send invitations for Neighbourhood Plan Workshop (Keith White, Ward	Clerk	Completed	Workshop scheduled for 15-10-2026
7/9/2026	2627/87	Update calendar to move regular meetings to the second Monday of e	Clerk	Completed	To improve financial workflow & avoid bank holidays
7/9/2026	2627/88	Receive and review August bank reconciliation	Cllr Towns / Clerk	Pending	Jen resent now that Cllr White has returned
7/9/2026	2627/88	Lead effort to transfer reserves account funds to Virgin	Cllr Downes	Pending	Letter signed and submitted
7/9/2026	2627/88	Request an amateur mock-up of noticeboard from Friends of Heath Nu	Clerk / Friends of Heath N	Completed	Required before Council considers funding contribution
7/9/2026	2627/89	Add item to consider amending grant policy language to next agenda	Clerk	Completed	
7/9/2026	2627/90	Progress Hedgehog Highways project (£1,820 from 2026/27 budget; £3	Environment Committee	Completed	Approved by Council

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7/9/2026	2627/92	Invite Parish Councillors to upcoming Allotment event	Cllr Downes	Completed	
7/9/2026	2627/92	Add nomination and appointment of Councillor to Alwoodley Communi	Clerk	Completed	Cllr Dickinson stepped down
7/9/2026	2627/93	Contact resident to advise that second memorial plaque installation ha	Parish Ranger	Completed	Family to purchase, Ranger to install
5th October 2026	2627/103	Bring Lone Working and Home Working policies to the next meeting	Staffing Panel	Next meeting	Jen has drafted these
5th October 2026	2627/103	Confirm dates and venues for the Surgery Rota within two weeks	Assigned Councillors	Partially complete	Surgery So Far: Dan & Kate: 31st October at 11am. Ian & Catherine, 10am 7th November Richard and David: Saturday 9 January at 10am Steve & Geoff: Saturday 5th December 10 until 12 -- Jen has posted these dates to teh website and publicised on social media.
5th October 2026	2627/103	Research limits to grant funding and add discussion about grant limits to the next meeting	Parish Clerk	Next meeting	The only limit is the S137 grants.
5th October 2026	2627/106	Ask LCC to install signage on the village green prohibiting e-scooter use on footpaths/green spaces	Clerk	Completed	Instructed by Council
5th October 2026	2627/106	Investigate involvement to draft a Community Response/Resilience Plan and establish a working party	Cllr Borse	In Progress	Willr eport back at next meeting
5th October 2026	2627/106	Prepare content, costings, and agenda for the November budgeting workshop	Budgeting Workshop Task & Finish Group (Cllrs Jordan, Hainsworth, Downes)	Pending	Jen emailed to coordinate meeting
5th October 2026	2627/107	Send feedback regarding the Village Green project report to Jen	Councillors	Completed	Feedback to be forwarded to students
5th October 2026	2627/109	Draft a letter of support for Incredible Edibles' proposal to plant 10 fruit trees near beds	Parish Council	Completed	Approved following request from Cllr Jennings