

## **Works to be carried out -**

Following companies contacted about providing quotes:

1. Sutcliffe Play Ltd
2. Streetscape
3. EIBE Ltd
4. Wicksteed
5. Kompan
6. MacVenture Ltd

Five companies have requested the schedule/report to enable a quote to be provided, the exception being MacVenture.

### **1. Sutcliffe Play response –**

Thank you for sending the extra information across to me. After looking through this, I'm afraid Sutcliffe Play wouldn't be able to carry out the remedial works required.

We are able to offer spare parts if needed for our own equipment, however we do not offer a service whereby we can repair equipment supplied by a third party.

### **2. Streetscape response –**

Thanks for sending this across, unfortunately this is not something that we would be able to help with on this occasion due to current workload.

### **3. EIBE Ltd response –**

### **4. Wicksteed response –**

Thank you very much for sending through the inspection report.

Unfortunately, none of the equipment is manufactured by Wicksteed and as such we do not hold the required part.

### **5. Kompan response –**

## **Leeds City Council – Grounds Maintenance Schedule in Aberford.**

Frequency and times of when the grassed areas are cut in the Aberford area.

Works carried out by

1. Parks & Countryside (includes Jubilee Fields).
2. Highways – Grounds Maintenance Contract – Continental Landscapes

### **1. Parks & Countryside response –**

The team run out of Garforth and cover – Aberford, Micklefield and Allerton Bywater so sometimes things happen which may mean the team have to re prioritise where they are going and what they are doing - not majorly, but things do happen.

You can appreciate its dependant on weather and other issues in the area that the team look after, so we cannot guarantee a specific day when we will be on site

I will find out the frequency of grass cutting, bin emptying and sweeping of the courts.

The bulk grass cutting is on a fortnightly cut during the cutting season, I can't give you a day as it depends on lots of other factors, including weather conditions which may sometime means it drops to three weekly if it's very hot.

Can you just confirm the cutting season.....April - October inclusive?

Technically yes, but with climate change it can start in March and go all the way through to end of October

### **2. Highways – Grounds Maintenance Contract response –**

Unfortunately, our contractors do not work to specific cut dates.

The teams work to a rough cut estimate of approximately 10-14 working days.

The last claimed cut was 25.06 so I would expect the next cut to be sometime next week.

Thanks.

James Smith  
Asset and Information Officer  
Business Development  
Climate, Energy and Greenspaces

### **Parish Council contractor**

#### **1. A.Fox .**

Leeds cut most of the beck area. I just did around edged and banks as usual.

## PLANNING

### Applications

Planning Application /Appeal Reference	Address	Details
None received		

### Decisions

Planning Application /Appeal Reference	Address	Details
24/02114/LI	Pump Hill Cottage Main Street Aberford Leeds LS25 3AH	Listed building application for repairs to the west facing gable and re-roof. <b>Approved 25.06.24</b>
24/02522/FU	Silver Hill Farm Lotherton Lane Aberford Leeds LS25 3ED.	Demolition of timber dwelling and temporary farm office and erection of one agricultural workers dwelling and farm office with new entrance and landscaping. <b>Approved 04.07.24</b>

**Aberford & District Parish Council Cashbook  
Payments**

Jun-24

Date	Cheque	Details	Admin	Gardens	Rents	Maintn - Annual Costs	Playground	Grants/ Donations	Projects	S137	Total	VAT
JUNE		Bfwd	£2,207.41	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,247.41	£14.13
	BACS	Clerks Salary	£458.50								£458.50	
	BACS	Clerks Expenses - Office/Mileage	£31.50								£31.50	
	BACS	HP Instant Ink	£5.49								£5.49	£0.92
	BACS	St Ricarius Church			£20.00						£20.00	
	BACS	Giff Gaff	£15.00								£15.00	
	BACS	IPI Ltd					£180.00				£180.00	£30.00
	BACS	Brian Hopper	£110.00								£110.00	
	BACS	Leeds CC				£1,025.00					£1,025.00	£170.83
	BACS	Garforth in Bloom						£250.00			£250.00	
	BACS	C M Robinson						£79.04			£79.04	
	BACS	JR Ellis						£40.00			£40.00	
	D/Debit	Bank Charges	£136.80								£136.80	
	D/Debit	ICO - Data Protection Fee	£35.00								£35.00	
	BACS	Zebra Print				£60.00					£60.00	£10.00
<b>Totals</b>			<b>£2,999.70</b>	<b>£0.00</b>	<b>£60.00</b>	<b>£1,085.00</b>	<b>£180.00</b>	<b>£369.04</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£4,693.74</b>	<b>£225.88</b>

**Receipts**

Date	From:	Details	Precept	Hanging Basket Sponsorship	Bank Interest	Grants	VAT Refund	Donations	CIL	Leeds Festival Tickets	Total
		Bfwd	£23,000.00	£900.00	£0.00	£1,839.80	£4,898.73	£0.00	£0.00	£8,320.00	£38,958.53
JUNE	HSBC	Reserve A/C			£312.37						£312.37
	HSBC	Capital A/C			£6.82						£6.82
	HSBC	Assets & Renewal A/C			£70.69						£70.69
<b>Totals</b>			<b>£23,000.00</b>	<b>£900.00</b>	<b>£389.88</b>	<b>£1,839.80</b>	<b>£4,898.73</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£8,320.00</b>	<b>£39,348.41</b>

**Bank Reconciliation:**

B/fwd	£104,588.80	<b>HSBC Bank Balances</b>	
Payments	-£2,446.33	Current Account	£29.07
Receipts	£389.88	Reserve Account - Revenue	£86,117.52
		Capital Account - Reserve	£1,859.09
		Assets & Renewal Account	
		CIL Account	£6,209.31
		Beckside Refurbishment Fund	£8,317.36
		Less unrepresented cheques	
<b>Total</b>	<b>£102,532.35</b>	<b>Bank Balances at 30.06.23</b>	<b>£102,532.35</b>

Aberford & District Parish Council - Quarterly Budget Monitor - 2024-25

	Qtr Apr-Jun	Qtr Jul-Sep	Qtr Oct-Dec	Qtr Jan- Mar	Actual 2023-24	Budget 2024-25	ACTUAL 2024 - 25
<b>RECEIPTS</b>							
Leeds CC - Precept	£23,000.00					£23,000.00	£23,000.00
Leeds CC - Support Grant	£378.00					£378.00	£378.00
Leeds CC - PPP	£605.00					£605.00	£605.00
Leeds CC - CIL						£0.00	£0.00
Leeds CC - Grant	£856.80					£0.00	£856.80
HB Sponsorship	£900.00					£575.00	£900.00
Bank Interest	£389.88					£1,400.00	£389.88
Grants/Donations						£1,700.00	£0.00
VAT Refund	£4,898.73					£4,982.00	£4,898.73
Leeds Festival Ticket Sales	£8,320.00					£8,500.00	£8,320.00
<b>TOTAL</b>	<b>£39,348.41</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£41,140.00</b>	<b>£39,348.41</b>
<b>PAYMENTS</b>							
<b>Administration</b>							
Clerk's Salary /HMRC	£1,718.70					£4,900.00	£1,718.70
Home Office	£66.00					£265.00	£66.00
Travel - Mileage	£9.50					£50.00	£9.50
Stationery/Post/Printing/Phone	£31.47					£300.00	£31.47
Payroll Services	£73.73					£250.00	£73.73
Office equipment						£150.00	£0.00
Newsletter	£190.00					£250.00	£190.00
Insurance						£1,250.00	£0.00
Subscriptions - Membership	£644.00					£700.00	£644.00
Training						£500.00	£0.00
Professional fees - Audit	£110.00					£400.00	£110.00
Election Costs						£250.00	£0.00
Bank Charges	£156.30					£225.00	£156.30
Website						£750.00	£0.00
Chairman's Allowance						£50.00	£0.00
<b>Sub total</b>	<b>£2,999.70</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£10,290.00</b>	<b>£2,999.70</b>
<b>Gardens</b>							
Maintenance						£1,250.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,250.00</b>	<b>£0.00</b>
<b>Rent - Room Hire</b>							
St Ricarius Church	£60.00					£250.00	£60.00
<b>Sub total</b>	<b>£60.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£250.00</b>	<b>£60.00</b>
<b>Maintn-Annual Costs</b>							
Pest Control						£1,000.00	£0.00
Grass cutting						£500.00	£0.00
Miscellaneous						£250.00	£0.00
Hanging Baskets	£1,085.00					£1,250.00	£1,085.00
Christmas Lights						£9,500.00	£0.00
<b>Sub total</b>	<b>£1,085.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£12,500.00</b>	<b>£1,085.00</b>
<b>Playground</b>							
Maintenance	£180.00					£5,500.00	£180.00
<b>Sub total</b>	<b>£180.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,500.00</b>	<b>£180.00</b>
<b>Grants / Donations</b>							
Community Groups	£369.04					£2,000.00	£369.04
<b>Sub total</b>	<b>£369.04</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,000.00</b>	<b>£369.04</b>
<b>Projects</b>							
Road Safety						£8,000.00	£0.00
PPP						£700.00	£0.00
NDP / Neighbourhood Plan						£150.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£8,850.00</b>	<b>£0.00</b>
<b>S137</b>					£0.00	£500.00	£0.00
<b>TOTAL</b>	<b>£4,693.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£41,140.00</b>	<b>£4,693.74</b>

**Aberford and District Parish Council – Financial Risk Assessment**

This document has been produced to enable Aberford and District Parish Council (the Council) assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) Identified	High/Medium/Low	Management/Control of Risk	Review/Assess/Revise
<b>FINANCIAL CONTROLS</b>				
Precept.	Inadequate Precept.	Low	Budget Monitoring Records are maintained by the clerk. The record shows the opening balance for each area of the budget at the start of the financial year (1 <sup>st</sup> April). Expenditure for each area is entered monthly and show the amount spent and amount remaining in the budget as monetary and percentage figures. The Budget Monitoring Record is shared with the Finance Committee at regular intervals and significant areas of over or under spend are identified and explained. This enables the Council to make an informed decision about budgetary requirements and agree the Funding Requirement (Precept) for the forthcoming financial year.	
	Notification of Funding Requirement not submitted to Leeds City Council (LCC).	Low	Leeds City Council (LCC) notify the clerk of the deadline for the submission of the Notification of Funding Requirement Form. When the deadline falls before the next meeting of the Council LCC are informed of the date of the meeting when the Funding Requirement will be considered and approved. The form will be submitted the next day.	
	Precept not received by the Council.	Low	The clerk, as Responsible Finance Officer (RFO), checks the bank account in April/ May and September to ensure the half yearly precept payment has been made and notifies LCC if not. The Council are informed of the receipt.	
Financial Records.	Inadequate recording of financial transactions.	Low	A Receipts and Payments Record is maintained by the clerk on a monthly basis. Income received is recorded and cross referenced to Minutes. Expenditure is recorded as a net payment, VAT, and gross payment, and cross referenced with the cheque number or debit card receipt and minute reference.	

			The Receipts and Payments Record is checked against the Budget Monitoring Record on a quarterly basis. Income and Expenditure are cross referenced against the bank statements and cheque book (where utilised). Invoices are numbered and the corresponding cheque number is written on it, if appropriate.	
Grants/S106.	Not receiving grant funding or S106 funding when applied for successfully.  Not following the grant claims procedure.	Low  Low	The clerk is to ensure that all grant payments/S106 payments are made accordingly and at the correct time. If they are not received the clerk is to follow up with the district council and/or organisation.  The clerk ensures that the grants policy is adhered to. The clerk ensures that there is a Power to pay the grant before payments are presented for approval. The clerk ensures that all annual grants are budgeted for.	
Best Value Accountability.	Work awarded incorrectly. Charges made on the Council are too high.	Low	The clerk will always seek to obtain at least two quotes/estimates for any work undertaken by contractors on behalf of the Council as set out in the Financial Regulations. All quotes/estimates are then to be agreed and approved by the Council and recorded in the Minutes.	
Value Added Tax (VAT).	Failure to reclaim VAT.	Low	The Council reclaims VAT as set out in the Financial Regulations. VAT is reclaimed accurately and regularly. The Council does not charge VAT on any of its services.	
Salaries.	Salary and expenses paid incorrectly.  Payroll Administration.	Low  Low	The Council is a member of YLCA who advise on rates of pay. A payroll service provider is employed to undertake all payroll duties/tasks. The Council is presented with the clerk's wage and expenses claims each month for approval. All payments are recorded in the Minutes.  Payroll out-sourcing is reviewed every two years.	
Election Costs.	Risk of an election cost.	Low	Risk is currently low as there are currently four vacancies on the Council. Risk is higher in an election year. When a scheduled election is due the clerk will obtain an estimate of costs from the city council.	

Financial Risk.	Inadequate control of the potential risks.	Low	A Financial Risk assessment is conducted and documented to record the various financial risks faced by the Council and the measures that are in place to control/mitigate these.	
<b>FINANCIAL REGULATIONS/ANNUAL RETURNS</b>				
Financial Regulations.	Not adhering to policy and procedures as set out in the Financial Regulations.	Low	The clerk/RFO and Council follow the revised and adopted Financial Regulations as set out by the National Association of Local Councils (NALC). The regulations are reviewed annually by the clerk and Council, and are adopted at the Annual Meeting of the Council held in May or two weeks after the date of an election in an election year.	
Standing Orders.	Not adhering to policy and procedures as set out in Standing Orders.	Low	The clerk/RFO and the Council follow the revised and adopted Standing Orders as set out by NALC. The Standing Orders are reviewed annually by the clerk/RFO and the Council and are adopted at the Annual Meeting of the Council held in May, or two weeks after the date of an election, in an election year.	
Employers Annual Return.	Failure to pay and account for National Insurance and PAYE of employees.	Low	The Council has an appointed payroll service provider to undertake all payroll and pension duties/tasks. The company provides the Employers Annual Return Statement, and all records associated with employee salaries.	
AGAR.	External audit is not completed within the set deadline.	Low	The AGAR is completed and signed by the Council, submitted to the internal auditor for audit and signing and then submitted to the External Auditor within the time limit.	
	Documents relating to AGAR are not published on the website and/or noticeboard.	Low	The clerk publishes all AGAR documents on the website and noticeboard within the set timeframes.	
<b>BANKING</b>				
Banks and Banking.	Current Account errors.	Low	All items of Income and Expenditure are cross-referenced against the bank statement. Problems/irregularities are dealt with by informing the bank and awaiting their correction.	



	Current Account Charges.	Low	A monthly reconciliation of the current account, after the approval of payments has been made, is presented to the Council.	
	Savings (Reserves) Accounts errors/loss of funds.	Low	The Council's Savings Account (if utilised) is reviewed upon receipt of statements. Interest paid is recorded in the Receipts and Payments Record. Problems/irregularities are dealt with by informing the bank and awaiting their correction. The savings account will be used for Reserves and payments for any Capital items.	
	Account changes	Low	Any proposed changes to accounts with banks or other financial institutions are approved by the full Council.	
Debit Card.	Incorrect Use/Dishonesty.	Medium	Restricted to use by the clerk only and only used in line with the policy and procedure set out in the Financial Regulations. All purchases made using the debit card are checked against the bank statement and recorded in the Receipts and Payments Record and Budget Monitoring Record. All purchases made with the debit card are included on the full council agenda for approval and recorded in the Minutes.	
	Loss of Card.	Low	The debit card is kept in a secure place when not in use. The bank is informed immediately there is a loss of card.	
Cash.	Loss through theft and/or dishonesty.	Low	The Council's Financial Regulations set out the requirements. The Council does not pay cash for any items, all payments are made by cheque, debit card or bank transfer, nor does it hold any petty cash. The Council does receive payment in cash.	
<b>ASSETS/INVENTORY ACCOUNT</b>				
Asset Register.	Asset Register is not up to date for AGAR.	Low	The asset register is reviewed annually and when new equipment is purchased. Where appropriate the insurance company is informed.	

<b>INSURANCE POLICY</b>				
Insurance.	Inadequate cover.	Low	An annual review is undertaken prior to the renewal of the insurance policy. The Council has a Fidelity Guarantee, Public Liability Insurance and Personal Accident Insurance. Risk Assessments are undertaken before major events.	
<b>AUDIT</b>				
Internal Audit.	Internal Audit is not completed within the set deadline.	Low	An appointment is made with an Internal Auditor for April/May. The clerk prepares year end accounts, the Annual Governance and Accountability Return (AGAR) and supporting documents/evidence for the internal auditor to assess and sign for the External Auditor.	
External Audit.	External audit is not completed within the set deadline.	Low	Once the Internal Audit has been completed the External Auditor is appointed by Smaller Authorities' Audit Appointments Limited.	

Adopted at the Meeting of the Council held on: .....

Signature of Chair: .....

Signature of Clerk: .....

Date of Next Review: .....

**ABERFORD & DISTRICT PARISH COUNCIL  
REGISTER OF ASSETS  
June 2024**

<b>FIXED ASSETS</b>	
The following plots resulted from the Enclosure Act of the 19 <sup>th</sup> Century vested in the Council by the High Court for the benefit of residents.	
AREA AROUND BUS TURNING CIRCLE Located at the North End of the village.	£1.00
PUMP HILL (Village Green).	£1.00
LAND AT BECKSIDE INCORPORATING THE PLAY AREA AND LAND EITHER SIDE OF COCK BECK (The Old Ford).	£1.00
MARKET CROSS Listed pre-1644 stone pillar. Restored by public subscription in 1911. Sited close to the entrance of Aberford Parish Church.	£1.00
<b>TOTAL FIXED ASSET</b>	<b>£4.00</b>
<b>CURRENT ASSETS</b>	
<b><u>Street Furniture</u></b>	£
<u>Stone trough</u>	<u>1302.80</u>
<u>Benches</u>	£
i. 14	4406.73
ii. 3 purchased 2016.	1152.96
iii. 2 purchased 2018	914.22
iv. 1 purchased 2019	<u>487.68</u>
	<u>6961.59</u>
<u>Noticeboards</u>	£
i. Noticeboard near junction of Bunkers Hill & Parlington Lane.	350.00
ii. Noticeboard by St John's Garth.	350.00
lii. Noticeboard on Pump Hill. Purchased December 2014.	<u>1964.74</u>
	<u>2664.74</u>
<u>Grit Boxes</u>	£
x3	<u>3.00</u>
<u>Village name stones</u>	£
x4 village name stones. Purchased November 2002.	<u>3896.00</u>
<b>Sub Total</b>	<b>£ 14828.13</b>
<b><u>Play Area</u></b>	£
i. Equipment.	37587.36
li. Gates and fencing.	<u>6867.10</u>
<b>Sub Total</b>	<b>£ 44454.46</b>
<b><u>Speed Indication Devices</u></b>	£
x2 vehicle activated speed signs. Purchased September 2008.	7330.08
x2 vehicle activated speed signs. Purchased September 2023.	<u>6250.00</u>
<b>Sub Total</b>	<b>£ 13580.08</b>
<b><u>Jubilee Field</u></b>	£
i. MUGA and tennis court, with 3m high fencing, chicane entrance and access gates. Acquired June 2013.	39214.00

ii. 6 pieces outdoor gym equipment. Acquired May 2013 with the assistance of the Well Being Fund.	7321.95
iii. 5 benches	1682.33
iv. 3 bins. Acquired June 2013.	796.45
v. Church gate. Acquired June 2013.	650.00
vi. Bowling club security gates. Acquired June 2013.	2650.00
vii. Fencing from car park. Acquired June 2013.	5600.00
vii. Commemorative plaque. Purchased July 2013.	235.20
ix. Ping! table tennis table. Acquired September 2014.	650.00
x. Ludis table tennis table. Acquired December 2014.	3468.00
xi. 5 a-side football posts. Acquired November 2014.	750.00
xii. 5 a-side football nets. Acquired November 2014.	<u>350.00</u>
<b>Sub Total</b>	<b>£ 63367.93</b>
<b><u>Pump Hill</u></b> Fencing. Installed May 2023	£ <u>3614.16</u>
<b>Sub Total</b>	<b>£ 3614.16</b>
<b><u>Defibrillator</u></b> ownership taken on Oct 2018.	£ <u>750.00</u>
<b>Sub Total</b>	<b>£ 750.00</b>
<b><u>Laptop/Printer</u></b> purchased 2023	£ <u>666.67</u>
<b>Sub Total</b>	<b>£ 666.67</b>
<b>TOTAL CURRENT ASSETS</b>	<b>£141261.43</b>
<b>Total Value of Assets</b>	<b>£141265.43</b>
<b>Current assets valued at acquisition value.</b> <b>Notes:</b> 1. Noticeboard near junction of Bunkers Hill & Parlington Lane due to be removed. 2. Speed Indication Devices purchased September 2023 now added. 3. Pump Hill fencing replaced in May 2023 now added.	

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<b>Date prepared</b>	<b>Jul-24</b>			
<b>EFT Type</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
BACS	B Riley- Clerk Salary	£458.50		£458.50
BACS	B Riley - Home Allowance /Mileage	£22.00		£22.00
BACS	HP Ink	£4.57	£0.92	£5.49
BACS	Hire of Oriel Room, St Ricarius Church	£20.00		£20.00
BACS	Aberford in Bloom	£500.00		£500.00
BACS	A.Fox	£250.00		£250.00
BACS	HMRC	£338.80		£338.80
D/Debit	HSBC - Bank Charges	£8.00		£8.00
	<b>Total Payments</b>	<b>£1,601.87</b>	<b>£0.92</b>	<b>£1,602.79</b>