



**Alwoodley Parish Council**  
**Clerk: Jennifer Walper Roberts**  
**Alwoodley Community Centre**  
**60 The Avenue**  
**Leeds LS17 7NZ**  
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Dear Councillor

20<sup>th</sup> August 2025

You are summoned to attend the next meeting of Alwoodley Parish Council, to be held on **Monday 1sts September** at 7.00pm in the Alwoodley Community Hall, The Avenue.

Mrs J A W Roberts (CLERK)

*Jennifer Walper Roberts*

## AGENDA

2526/41	Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2526/42	1. To receive apologies for absence and record these in the minutes
	2. To consider the approval of reasons for absence given by councillors
2526/43	1. To receive, consider and decide upon any applications for dispensation. 2. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests
2526/44	1. To receive and confirm <a href="#">the minutes</a> of the Parish Council Meeting held on 7th July 2025, as a true and correct record 2. To receive and confirm <a href="#">the minutes</a> of the Extra Ordinary Parish Council Meeting held on 22nd July 2025, as a true and correct record.
2526/45	To adjourn the meeting for a period of public participation during which members of the public may raise matters or ask questions relating to items on the agenda. <ul style="list-style-type: none"> <li>• Roger Gilbert from Friends of Adel Woods will speak to that organisations grant application.</li> <li>• Possible representative from Alwoodley Allotments regarding that grant application</li> </ul>
2526/46	To receive updates from the Clerk: <ol style="list-style-type: none"> <li>1. The Clerk has successfully completed her Introduction to Local Council Administration and Financial Introduction to Local Council Administration. <i>These are pre-requisites to the Certificate in Local Council Administration course that she agreed to undertake as a condition of employment and to enable the Council to be eligible for General Powers of Competence.</i></li> <li>2. The Audit <ol style="list-style-type: none"> <li>a. The Clerk has submitted the AGAR to the External Auditor and provide update.</li> <li>b. External Auditor advised that last year's External Audit was never completed and requested posting Notice of Public Rights for last year's AGAR.</li> <li>c. Posted on Website: <a href="#">The Internal Audit Report</a>, Signed AGAR, <a href="#">Notice of Public Rights (24/25)</a>, <a href="#">Notice of Public Rights 23/24</a></li> </ol> </li> <li>3. Feedback on Playground and misc. from Community Picnic + Councillor feedback on the event.</li> </ol>

	<ol style="list-style-type: none"> <li>4. The Clerk drafted TORs for three working parties and sent to relevant members for feedback. Added these to this agenda for council approval.</li> <li>5. Reminder about whole council training on 10<sup>th</sup> September at Herd Farm, Arrival time to settle in and have some food 5:30. Training from 6pm – 8:30pm</li> <li>6. The Clerk Met Cllr Lyn Buckley re meadows, lights and Leeds Dev Plan</li> <li>7. The Clerk Met with the Mark Illingworth (Ranger), Vicky Nunns and Greaux, Roy to discuss play equipment, exercise equipment, existing meadows and new meadows and to request alternatives and quotes for this meeting.</li> <li>8. The 14-day period has passed and no one has requested an election to fill the vacancy.</li> <li>9. Please confirm dietary requirements for Whole Council Training.</li> </ol>
2526/47	<p>Financial Matters</p> <ol style="list-style-type: none"> <li>1. To receive and note current bank balances as at Lloyds Bank and Virgin Bank.</li> <li>2. To receive update from Chair on status of banking transition.</li> <li>3. To receive and note a bank reconciliation and budget comparison to 31<sup>st</sup> August.</li> <li>4. To receive information that no budget was passed for 2025/26 according to the minutes. <ol style="list-style-type: none"> <li>a. To recommend that the Council adopt the 2024/2025 budget for the current year with the following amended budget lines and allocations. <ol style="list-style-type: none"> <li>i. Clerk's Salary &amp; On-costs (salary, NI, pension, PAYE) - <b>£17,500</b> as 24/25 allocation does not cover current costs.</li> <li>ii. Payroll Services - <b>£180</b> - - Not included in 24/25 budget.</li> <li>iii. Bank Charges – <b>£72</b> - Not included in 24/25 budget-</li> <li>iv. Community Grants (s.137) – <b>£18,000</b>. Over £10K already paid/allocated with an additional £1K expected this month. The legal maximum for s.137 community grants is <b>£55,82</b>. This approach allows for more grants, whilst leaving funds for big projects</li> </ol> </li> <li>b. To recommend a mid-year budget review of this 25/26 at the October meeting to consider over- and under-spends.</li> </ol> </li> <li>5. To consider the following grant applications: <ol style="list-style-type: none"> <li>a. Friends of Adel Woods - £672 for the purchase of two tree poppers for efficient, effective management of Adel Moor and Adel Bog.</li> <li>b. Alwoodley Allotments- £395 for the purchase of visible, waterproof, noticeboard.</li> </ol> </li> <li>6. 2026/2027 Budget Planning <ol style="list-style-type: none"> <li>a. To request that all Parish Council working parties submit proposals for budget items for the 2026/27 financial year to the Clerk/RFO by <b>1 October 2025</b>, to enable inclusion in the first draft budget for consideration by Council in November. Note that it's acceptable/encouraged to seek community input and participation in working group meetings to inform budgeting priorities.</li> <li>b. <b>Community Grants 2026/27 – Expressions of Interest</b> To agree that community groups will be invited to submit an expression of interest by <b>1 October 2025</b> outlining the projects and activities they are likely to seek grant funding for in 2026/27, in order to inform the Parish Council's budget planning process.</li> <li>c. <b>Community Priorities Survey/Consultations</b></li> </ol> </li> <li>7. Receive and Approve Schedule of Payments <ol style="list-style-type: none"> <li>a. Herd Farm room hire for whole council training £105, Power: LGA 1972, s.111</li> <li>b. Expense Reimbursement for paper and office supplies (paper, ring binders, dividers)- £37.05 Power: LGA 1972, s.111</li> </ol> </li> <li>8. To note the following payments previously authorised:</li> </ol>

	<ul style="list-style-type: none"> <li>a. The Clerk's Salary</li> <li>b. Payment to Ranger for contracted services and approved purchases</li> </ul> <p>9. To consider the adoption of this <a href="#">online expense reimbursement form</a> for use by councillors and staff with immediate effect.</p>
2526/48	<p>To receive information on the following ongoing issues and decide further action where necessary.</p> <ul style="list-style-type: none"> <li>1. To consider replacement of Inadequate Adult Outdoor Exercise Equipment <ul style="list-style-type: none"> <li>a. To consider the replacement of outdoor exercise equipment to replace dangerous piece.</li> <li>b. To review proposed replacement from Leeds City Council (attached) through their selected vendor.</li> <li>c. To resolve whether to proceed with the project, and if so, to identify and approve funding source.</li> </ul> </li> <li>2. To consider replacement of one to two playground stations.</li> <li>3. To receive and approve quotes for meadow planting.</li> <li>4. To receive and approve quote for festive lights and War Memorial Tommy light.</li> </ul>
2526/49	<p>Planning Committee</p> <p>To receive and note planning decisions/information.</p> <ul style="list-style-type: none"> <li>1. The August meeting was inquorate and therefore cancelled.</li> <li>2. Updates from Sept 1 meeting</li> </ul>
2526/50	Matters requested by councillors – None
2526/51	To receive and consider for decision any recommendations from the Council's Committees:
	<ul style="list-style-type: none"> <li>1. Staffing Panel <ul style="list-style-type: none"> <li>a. None</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>2. Proposed Environmental &amp; Biodiversity Working Party <ul style="list-style-type: none"> <li>a. To consider and approve Terms of Reference for the Environmental and Biodiversity Working Party</li> </ul> </li> </ul>
	3. Appeals Committee – None
	<ul style="list-style-type: none"> <li>4. Proposed Communications and Engagement Working Party <ul style="list-style-type: none"> <li>a. To consider and approve Terms of Reference for the Communications and Engagement Working Party</li> <li>b. To consider and approve a communications policy</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>5. Proposed Internal Audit Implementation Working Party <ul style="list-style-type: none"> <li>a. To consider and approve Terms of Reference for the Internal Audit Implementation Working Party</li> </ul> </li> </ul>
2526/52	To receive an update from the Ward Councillor on matters of importance to the Parish.
2526/53	Correspondence received: None requiring action by the Council.
2526/54	To notify the clerk of matters for inclusion on the agenda of the next meeting
2526/55	Employment matters: None
2526/56	To confirm the date of the next meeting 6 <sup>th</sup> October 2025 at 7pm