



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

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Dear Councillor,

19th December 2025

You are summoned to attend the next meeting of Alwoodley Parish Council, to be held on **Monday 5th January at 7:30pm** in the Alwoodley Community Hall, The Avenue.

Mrs J A W Roberts (CLERK)

*There will be a public session prior to the meeting and this will commence at 7:15pm
(Members of the public will adhere to the rules set by the council for this session)*

A G E N D A

2526/9 6	Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2526/9 7	1. To receive apologies for absence and record these in the minutes 2. To consider the approval of reasons for absence given by councillors
2526/9 8	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
2526/9 9	To confirm the <u>minutes</u> of the Parish Council Meeting held on 3rd November 2025 as a true and correct record
2526/ 100	To inform Council of progress on recommendations from the Internal Audit and approve policies recommended by that audit scheduled to be reviewed and approved by the end of January 2026: 1. To consider and approve the following policy updates: a. Standing Orders i. To consider and approve draft <u>Standing Orders</u> that align with the 2025 NALC Model Standing Orders b. Code of Conduct i. To consider and approve an updated <u>Code of Conduct</u> that aligns with NALC model and has more specific local complaints procedure. c. Draft Rules for Public Participation i. To consider and approve draft <u>Rules for Public Participation</u> 2. To inform the Council that the <u>Transparency and Accountability page</u> has been updated with the policies that were approved at the November 2025 meeting. Old policies have been moved to an Archive folder and current policies are in the <u>Current Policies Folder</u> on the website.
2526/ 101	Electoral and Committee Matters: 1. To inform Council that no one has expressed interest in being Co-Opted as of 17

	December 2025.																																																								
2526/ 102	<p>Financial Matters</p> <p>102(1) To receive and note current bank balances as of 17th December (Date when this agenda was finalised).</p> <ol style="list-style-type: none"> 1. Virgin Current Account - £41,232.58 2. Lloyds Deposit Account – £89,175.35 (Latest statement 1st April) <p>Total: £130,407.93</p> <p>102(2) To receive and note bank reconciliation, cashbook, and monitoring report for:</p> <ol style="list-style-type: none"> 1. <u>November 2025</u> 2. <u>December 2025</u> <p>102(3) To approve recommendations from Staffing Panel for the following arrangements to support the Clerk in completing the Certificate in Local Council Administration (CiLCA), in the interests of maintaining a qualified and professionally supported Proper Officer:</p> <ol style="list-style-type: none"> 1. That the Clerk's contracted hours be temporarily increased from 50 hours to 67 hours per month for a 12-month period from January 2026, for the purpose of completing the CiLCA qualification, after which hours will revert to the current level unless otherwise resolved by Council. 2. That the Council approves payment of £1,015 (£495 CiLCA course fee and £520 mentoring support via the Yorkshire and Humber Regional Training Partnership). 3. Budget Provision That the above costs, including the temporary increase in hours, be met through reallocation of funds from the Community Grants budget (2025/26) and spread across the 2025/26 and 2026/27 financial years, with detailed salary calculations managed administratively and excluded from the public minutes. <p>102(4) To note that the last three years of allotment rent have not been paid totalling £1,350.</p> <p>102(5). To consider and approve the following payments</p> <table border="1"> <thead> <tr> <th>Voucher No</th> <th>Date</th> <th>Net</th> <th>VAT</th> <th>Total</th> <th>Description</th> <th>Supplier</th> <th>Power Used for Spent</th> </tr> </thead> <tbody> <tr> <td>113 6</td> <td>19.01.202 6</td> <td>£30,000. 00</td> <td>£0.00</td> <td>£30,000.00</td> <td>Playground Installation</td> <td>Leeds City Council</td> <td>Community centres - Government (Miscell Provisions) Act 1976</td> </tr> <tr> <td>114 6</td> <td>19.01.202 6</td> <td>£495.00</td> <td>£0.00</td> <td>£495.00</td> <td>Payment to the SLCC for their verifier to formally</td> <td>Society of Local Council Clerks</td> <td>Local Government Ac s.111</td> </tr> <tr> <td>107 6</td> <td>06.01.202 6</td> <td>£520.00</td> <td>£0.00</td> <td>£520.00</td> <td>Tutoring and support of CiLCA qualification by the YH RTP for</td> <td>Yorkshire Local Councils Associations (YLCA)</td> <td>Administration of the Local Government Ac 112 (1)</td> </tr> <tr> <td>110 6</td> <td>06.01.202 6</td> <td>£450.00</td> <td>£0.00</td> <td>£450.00</td> <td>Allotment Rent</td> <td>Leeds City Council - City Development Income Team</td> <td>Commons and Comm - Small Holdings and Act 1908, s.34</td> </tr> <tr> <td>111 6</td> <td>06.01.202 6</td> <td>£450.00</td> <td>£0.00</td> <td>£450.00</td> <td>Allotment Rent</td> <td>Leeds City Council - City Development Income Team</td> <td>Allotments - Smallho Allotments Act 1908,</td> </tr> <tr> <td>112 6</td> <td>06.01.202 6</td> <td>£450.00</td> <td>£0.00</td> <td>£450.00</td> <td>Allotment Rent</td> <td>Leeds City Council - City Development Income Team</td> <td>Allotments - Smallho Allotments Act 1908,</td> </tr> </tbody> </table> <p>102(6) To note that the Clerk has filed a VAT return totalling £4,217.45 for April – November 2025. To further note that the Council has not claimed back VAT since 2022 and the Clerk will attempt to do this.</p>	Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spent	113 6	19.01.202 6	£30,000. 00	£0.00	£30,000.00	Playground Installation	Leeds City Council	Community centres - Government (Miscell Provisions) Act 1976	114 6	19.01.202 6	£495.00	£0.00	£495.00	Payment to the SLCC for their verifier to formally	Society of Local Council Clerks	Local Government Ac s.111	107 6	06.01.202 6	£520.00	£0.00	£520.00	Tutoring and support of CiLCA qualification by the YH RTP for	Yorkshire Local Councils Associations (YLCA)	Administration of the Local Government Ac 112 (1)	110 6	06.01.202 6	£450.00	£0.00	£450.00	Allotment Rent	Leeds City Council - City Development Income Team	Commons and Comm - Small Holdings and Act 1908, s.34	111 6	06.01.202 6	£450.00	£0.00	£450.00	Allotment Rent	Leeds City Council - City Development Income Team	Allotments - Smallho Allotments Act 1908,	112 6	06.01.202 6	£450.00	£0.00	£450.00	Allotment Rent	Leeds City Council - City Development Income Team	Allotments - Smallho Allotments Act 1908,
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	<p>102(7) To receive update from Chair on status of banking transition (reserves account).</p> <p>102 (8) To consider and approve the appointment of <u>Louise Baudet, Town & Parish Council Audit Services</u>, to conduct the internal audit, £300 for audit, inclusive 2 zoom meetings. £75 additional meeting in advance of audit to check in on progress on plan from last year's audit.</p> <p>102(9) To consider and approve 2026/2027 <u>Budget</u> and precept demand.</p>
2526/103	<p>To receive information on the following ongoing issues and decide further action where necessary.</p> <ol style="list-style-type: none"> 1. To inform the Council that the playground installations have been completed. 2. To inform the Council that the Clerk has enquired about process for ordering and improving festive lights. 3. To consider and decide whether to hand over ownership/management of adult exercise equipment to Leeds City Council. 4. To inform the Council that the dates for <u>2026 meetings</u> are updated on the website and posted to the noticeboards.
2526/104	<p>Matters requested by councillors</p> <ol style="list-style-type: none"> 1. Cllr Dickinson requested the formation of a Working Group for Festive Lights. This will be on the agenda for discussion in April, ahead of the Annual Meeting.
2526/105	<p>To receive and consider for decision any recommendations from the Council's Committees/Working Parties:</p> <ol style="list-style-type: none"> 1. Staffing Panel – See 25/26 102(3) above 2. Planning Committee <ul style="list-style-type: none"> a. To receive and note planning decisions/information from 5th January meeting. 3. Proposed Environmental & Biodiversity Working Party - None 4. Appeals Committee – None 5. Proposed Communications and Engagement Working Party - None
2526/106	To receive an update from the Ward Councillor on matters of importance to the Parish.
2526/107	Correspondence received: None requiring action by the Council.
2526/108	To notify the clerk of matters for inclusion on the agenda of the next meeting
2526/109	To confirm the <u>date</u> of the next meeting is 2 nd February 2026

*Note this agenda all papers listed above can be found here:
<https://www.alwoodleyparishcouncil.gov.uk/document-category/parish-council-meeting-agendas/2026/january-2026/>