



Alwoodley Parish Council
Clerk: Jennifer Walper Roberts
Alwoodley Community Centre
60 The Avenue
Leeds LS17 7NZ
E-mail: the.clerk@alwoodleyparishcouncil.gov.uk

Dear Councillor,

19th December 2025

You are summoned to attend the next Staffing Panel meeting of Alwoodley Parish Council, to be held on **Monday 5th January at 7:00pm** in the Alwoodley Community Hall, The Avenue.

Mrs J A W Roberts (CLERK)

A G E N D A

- 2526/1 To receive apologies for absence and record these in the minutes
- 2526/2 To consider the approval of reasons for absence given by councillors
- 2526/3 To receive, consider and decide upon any applications for dispensation.
- 2526/4 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
- 2526/5 To consider and make recommendations to Full Council regarding the Clerk's CiLCA qualification, specifically:
 - 1. Temporary increase in hours
To consider a temporary increase in the Clerk's hours from 50 to 67 hours per month for a 12-month period, effective January 2026, as required to complete the CiLCA certification.
 - 2. To consider and approve recommending to Full Council that the Council pays the cost of the CiLCA course, £495, to be paid in January.
 - 3. Mentor/tutor support
To consider and approve recommending to Full Council that the Council funds a qualified mentor provided by the Yorkshire and Humber Regional Training Partnership (YHRTP) at a cost of £520. This mentor/tutor oversees the development of the CiLCA portfolio.
 - 4. The total training and mentoring cost is therefore £1,015.