



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,

24th February 2026

You are summoned to attend the next meeting of Alwoodley Parish Council, to be held on **Monday 2nd March at 7:00pm** in the Alwoodley Community Hall, The Avenue, LS17 7NZ.

Mrs J A W Roberts (CLERK)

There will be a public session prior to the meeting for 15 minutes, at 7pm, followed by the Parish Council Meeting. Members of the public will adhere to [the rules](#) set by the council for this session. Members of the Public will include a representative from the Alwoodley Community Association.

AGENDA

2526/12 4	Reminder by the Chair of the Council's policy for the audio or visual recording of this meeting
2526/12 5	<ol style="list-style-type: none"> 1. To receive apologies for absence and record these in the minutes 2. To consider the approval of reasons for absence given by councillors
2526/12 6	<ol style="list-style-type: none"> 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 3. To remind Councillors to review their current register of interests and submit any updates directly to Debbie.Oldham@leeds.gov.uk from Committee Services, Leeds City Council, cc'ing the.clerk@alwoodleyparishcouncil.gov.uk, before the Annual Meeting (11th May). 4. To request that Councillors complete this Dispensation Request form in relation to any item discussed in the determining the 2026/2027 budget (retroactively) and to budgeting decisions between now and setting the 2027/2028 budget.
2526/12 7	To confirm the minutes of the Parish Council Meeting held on 5 th January as a true and correct record
2526/12 8	<p>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 March 2026.</p> <ol style="list-style-type: none"> 1. To consider and approve the following policy updates: <ol style="list-style-type: none"> a. IT and Equipment Policy b. Complaints Procedure c. Recording Meetings Policy d. Staffing Panel Terms of Reference e. Planning Committee Terms of Reference f. General Working Party Terms of Reference

	<p>g. Appeals Committee Terms of Reference h. Grant Awarding Policy i. Dignity at Work Policy,</p> <p>2. To inform the Council that the updated and newly approved policies from February’s meeting are on the website: Health and Safety Policy, Publication Scheme, List of Information Available from Alwoodley Parish Council Under the Freedom of Information Act, Disciplinary Policy, Environmental, Sustainability and Biodiversity Working Party Terms of Reference</p> <p>3. To inform the Council that the Clerk signed up on behalf of the Council to be listed alongside other Councils who have taken the Civility and Respect pledge, and the Council has received this certificate, now published on the website.</p> <p>4. To receive and approve updated register of assets and to note that internal audit highlighted need for Council to approve this each year.</p> <p>5. To consider and approve asset inspection log template and request Parish Ranger to complete inspection of assets by 15th May.</p> <p>6. To note that Clerk has run website accessibility scan- score 49.88% - and instructed IT provider to make changes to bring website into better compliance, per Audit recommendation. Clerk will provide an update on updated score and note on the website.</p> <p>7. To note that Clerk has printed off required Health & Safety Poster and posted it and , purchased First Aid Kit, and incident log to comply with Health and Safety policy and legal requirements.</p>														
2526/129	<p>Electoral and Committee Matters:</p> <p>1. To consider applications from candidates for co-option to the Parish Council.</p> <p>a. To receive presentations or statements from candidates expressing interest in the vacancy.</p> <p>b. To vote on the co-option of a candidate to the Council.</p> <p>c. To resolve that the successful candidate be co-opted as a member of Alwoodley Parish Council, subject to the signing of the Declaration of Acceptance of Office.</p> <p>2. To request that Councillors consider what committees and roles they’d like to be nominated for from May, and send requests to the Clerk by using this form by 30th April. This is to prepare the agenda for the Annual Meeting on Monday, 11 May, 2026, at 7:00 PM.</p>														
2526/130	<p>Financial Matters</p> <p>130(1) To receive and note current bank balances as of 24th February (Date when this agenda was finalised).</p> <p>1. Virgin Current Account - £8,089.15 2. Lloyds Deposit Account – £89,175.35 (Latest statement 10/3/2025) Total:</p> <p>130(2) To receive and note bank reconciliation, cashbook, and monitoring report for January 2025.</p> <p>130(3) To note that the Clerk successfully reclaimed £6,669.72 in VAT for as far back as allowable (13/02/2023 – 31/12/2025) and that is now in the bank account.</p> <p>130(3). To consider and approve the following payments:</p> <table border="1" data-bbox="326 1717 1412 1856"> <thead> <tr> <th>Voucher no</th> <th>Date</th> <th>Net</th> <th>VAT</th> <th>Total</th> <th>Description</th> <th>Supplier</th> </tr> </thead> <tbody> <tr> <td>135</td> <td>03.03.2026</td> <td>£861.13</td> <td>£172.23</td> <td>£1,033.36</td> <td>Notice Board</td> <td>Greenbarnes Ltd</td> </tr> </tbody> </table>	Voucher no	Date	Net	VAT	Total	Description	Supplier	135	03.03.2026	£861.13	£172.23	£1,033.36	Notice Board	Greenbarnes Ltd
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	130(4) To receive update from Chair on status of banking transition (reserves account). 130(5) To view and approve the Rota for Monthly Financial Oversight and Monthly Oversight Checklist for Councillors
2526/13 1	To receive information on the following ongoing issues and decide further action where necessary 1. To update the Council about how the Brass Band Concert on 21 st June can be part of Leeds 400 and determine next steps.
2526/13 2	Matters requested by councillors 1. None
2526/13 3	To receive and consider for decision any recommendations from the Council's Committees/Working Parties: 1. Staffing Panel a. Date set for Clerk's annual appraisal 2. Planning Committee a. To receive and note planning decisions/information from 2 nd March Planning Committee Meeting. 3. Proposed Environmental & Biodiversity Working Party 4. Appeals Committee 5. Communications and Engagement Working Party a. To receive notice board update b. To receive update on draft Annual Parish Meeting agenda c. To consider approach to invitation distribution d. To consider and approve the draft agenda for the Annual Parish Meeting.
2526/13 4	To receive an update from the Ward Councillor on matters of importance to the Parish.
2526/13 5	Correspondence received: None requiring action by the Council.
2526/13 6	To notify the clerk of matters for inclusion on the agenda of the next meeting
2526/13 7	To confirm the date of the next meeting is 13 th April at 7pm.

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