

# BRAMHOPE & CARLTON PARISH COUNCIL

## To the Members of Bramhope & Carlton Parish Council

You are summoned to a Meeting of the Full Parish Council to be held at 7:00pm on Wednesday 26<sup>th</sup> November 2025 at Bramhope Village Hall the purposes of transacting the following business.

### AGENDA

1. To receive apologies for absence given in advance of the meeting and to consider the approval of reasons given for absence
2. Declarations of disclosable pecuniary interests or other interests
3. **Public Participation (10 Mins)**

Public Participation (10 mins) Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Parish Council. Any questions raised by the public cannot be responded to or debated upon unless the matter relates to a specific item on the previously published agenda. The chairman may direct that a written or oral response is given or that the matter is considered at an appropriate meeting in the future. Members of the public may not speak during the remainder of the meeting unless specifically invited to do so by the Chair
4. To receive an update from the Neighbourhood Police Team
5. To agree the minutes of the Full Council Meeting held on 22<sup>nd</sup> October 2025
6. To receive information on the ongoing issues and Clerks report
  - 6.1 To receive an update on the basic life support training event held on 19<sup>th</sup> November 2025
  - 6.2 To receive an update of the Business Continuity Plan and decide further action
  - 6.3 Clerks Report
7. Chairmans Report
8. Carlton Village Report
9. Personnel Committee
10. Village Maintenance Committee Report
11. Planning and Enforcement Committee Report
  - 11.1 To agree the minutes of the meeting held on 22<sup>nd</sup> October 2025
12. Communications Committee
  - 12.1 Committee report
  - 12.2 To discuss the implementation of a Community Emergency Plan and decide further action
13. Finance & Administration Committee
  - 13.1 To approve the payments for November 2025,
  - 13.2 To approve the bank reconciliation for October 2025
  - 13.3 To agree the minutes of the meeting of the Finance and Administration Committee held on 11<sup>th</sup> November 2025

- 13.4 To receive the annual review of the Statement of Internal Controls and decide further action
- 13.5 To receive the draft budget for 2026/27
- 13.6 To receive forecast information regarding precept for 2026/27
- 13.7 To receive an update of the I.T. Policy and decide further action
- 13.8 To review a draft Data Protection policy and decide further action

**14.**

- 14.1 Bramhope Village Hall update
- 14.2 Festival and Events
  - 14.2.1 To receive an update and discuss arrangements for the Puritan Chapel Annual Civic Carol Service on 8<sup>th</sup> December 2025
  - 14.2.2 To receive an update on Remembrance Sunday, 9<sup>th</sup> November 2025
- 14.3 Leeds City Council update
- 14.4 Airport Consultative Committee

- 15.** To confirm the date of the next Full Council meeting.

**Motion to Exclude the Press and Public**

Exclusion of the Press and Public

Under the Public Bodies (Admission to Meetings) Act 1960 as extended by s. 100 of the Local Government Act 1972), the public and accredited representative of newspapers be excluding from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

- 16.** To receive the annual grant application form from Bramhope in Bloom and decide further action.

