

# **BRAMHOPE & CARLTON PARISH COUNCIL**

**To the Members of Bramhope & Carlton Parish Council**

**You are summoned to the Annual Meeting of the Full Parish Council to be held at 7:00pm on Wednesday 27<sup>th</sup> May 2026 at Bramhope Village Hall the purposes of transacting the following business.**

## **AGENDA**

- 1. Election of Chairman for 2026 and Signing of Declaration of Acceptance**
- 2. Election of Vice Chairman for 2026**
- 3. To receive apologies for absence given in advance of the meeting and to consider the approval of reasons given for absence**
- 4. Declarations of disclosable pecuniary interests or other interests**
- 5. 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
- 6. To receive an update from the Neighbourhood Police Team**
- 7. To agree the minutes of meeting held on 22<sup>nd</sup> April 2026**
- 8. To receive a request to review disclosure of pecuniary interest forms**
- 9. Appointment of Members to existing Committees/Groups/Liaison roles/YLCA Rep**
- 10. Review of inventory of land and assets including buildings and office equipment**
- 11. To receive the renewal notice for the Parish Councils insurance cover in respect of all risks and decide further action**
- 12. To receive the time and place of ordinary meetings of the full council up to and included the next annual meeting of Full Council and the Annual Parish Meeting for 2026**
- 13. To agree the Clerk will be the Data Controller for the Parish Council in order to comply with Assertion 10 on the AGAR.**
- 14. To receive feedback from the Annual Parish Meeting held on 20<sup>th</sup> May 2026**
- 15. To receive the annual risk assessment for 2026 and decide further action**
- 16. To receive information on the ongoing issues and Clerks report**
- 17. 17.1 To receive an update on the Parish Council's bus service survey and decide further action**  
**17.2 Clerks Report**
- 18. Chairmans Report**
- 19. Carlton Village Report**

- 20. **Village Maintenance Committee Report**
  - 20.1 **To agree the date of the Annual Property Inspection**
- 21. **Planning and Enforcement Committee Report**
  - 21.1 **To agree the minutes of the meeting held on 22<sup>nd</sup> April and 12<sup>th</sup> May 2026**
- 22. **Communications Committee Report**
- 23. **Community Emergency Plan Working Group**
  - 23.1 To receive an update from the Community Emergency Plan Working Group and decide further action
- 24. **Finance & Administration Committee**
  - 24.1 **To approve the payments schedule for May 2026**
  - 24.2 **To approve the bank reconciliation for April 2026**
  - 24.3 **To approve the minutes of the meeting of the Finance & Administration Committee held on 28<sup>th</sup> April 2026**
  - 24.4 **To approve the revised Financial Regulations**
  - 24.5 **To approve the Annual Governance Statement for 2025/26**
  - 24.6 **To approve the Accounting Statement for 2025/26 audit**
  - 24.7 **To receive the internal audit report for 2025/26**
  - 24.8 **To appoint the internal auditor for 2026/27**
- 25.
  - 25.1 **Bramhope Village Hall update**
  - 25.2 **Festival and Events**
    - 26.2.1 To receive feedback on the Leeds Marathon 2026 and decide further action
  - 25.3 **Leeds City Council update**
  - 25.4 **Airport Consultative Committee**
- 26. **To confirm the date of the next Full Council meeting.**

*N Woodward*

Mrs Nicola Woodward, Clerk to the Council  
Tel 07530 900 934

21/05/2025