



SMITH'S WOOD PARISH COUNCIL

c/o Smith's Wood Primary Academy
Burton's Way
Smith's Wood
Solihull
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Mrs Karen Woods
Clerk to the Council

To: All Members

Dear Councillor

You are hereby summoned to the Annual Meeting of the Parish Council, which has been convened in Room 102 Elmwood Place, Burton's Way, on MONDAY 20TH MAY 2024 at 4.30 PM .

Yours faithfully

K Woods

Karen Woods
Clerk to the Council

BUSINESS TO BE TRANSACTED

1. APOLOGIES
To receive and accept apologies.
2. ELECTION OF CHAIRMAN
To Elect the Chairman for 2024/2025.
3. ELECTION OF VICE CHAIRMAN
To Elect the Vice Chairman for 2024/2025.
4. ALTERATION TO STANDING ORDERS AND POLICIES
To discuss any alterations to the Standing Orders and Policies.
5. COMMITTEE STRUCTURE
To set out the Committee Structure for 2024/2025.
6. OTHER REPRESENTATIVES
To set out representatives on Outside Organisations.

7. MINUTES OF PREVIOUS FULL COUNCIL MEETING
To approve the Minutes of the previous meeting held on Monday 22nd April 2024.
8. MATTERS ARISING
An opportunity for Councillors to ask questions regarding the Minutes of the Full Council meeting held on Monday 22nd April 2024.
9. CORRESPONDENCE
To receive and discuss any correspondence received.
10. MINUTES OF THE COMMUNITY GYM COMMITTEE
To receive the Minutes of the Community Gym Committee meeting held on Tuesday 7th May 2024 and to adopt the recommendations contained therein.
11. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
To receive the Minutes of the Finance and General Purposes Committee meeting held on Monday 13th May 2024 and to adopt the recommendations contained therein.
12. ACCOUNTING STATEMENTS
 - 12.1 To receive and note the Annual Internal Audit Report.
 - 12.2 To approve The Annual Governance Statement.
 - 12.3 To approve The Accounting Statements.
13. SIGNING ACCOUNTING STATEMENTS
Chairman to sign the Annual Governance Statement and Accounting Statements.
14. DATES OF THE NEXT MEETINGS
To set the dates for the next Full Council, Committee and Sub-Committee meetings.
15. EXCLUSION OF PUBLIC AND PRESS
To exclude public and press in accordance with Schedule 12a of the Local Government Act 1972 from Agenda items deemed confidential.
16. PRIVATE SECTION OF MINUTES
To receive and approve the Private Section of the Minutes: Full Council and Finance and General Purposes Committee.