

**SMITH'S WOOD PARISH COUNCIL - MINUTES OF THE ANNUAL MEETING HELD
ON MONDAY 20TH MAY 2024 AT 4.30PM.**

Those present:

Chairman: Cllr K S Paul (Vice-Chair).

Councillors: Cllr S Bray, Cllr Mrs W Bray, Cllr M Caddick, Cllr D Cornock, Cllr H Hendry, Cllr M Rashid.

Councillors absent: Cllr G Craig, Cllr A Duffen, Cllr Mrs J Lloyd, Cllr Miss S Nasreisfahany, Cllr Ms D Ramsey.

Officer: Mrs K Woods.

1. Apologies.

Apologies were received and accepted from Cllr G Craig.

2. Election of Chairman.

It was **RESOLVED:** That Cllr K S Paul be elected to service the Parish of Smith's Wood as Chairman of the Council for the year 2024/2025.

3. Election of Vice-Chairman.

It was **RESOLVED:** That Cllr S Bray be elected to service the Parish of Smith's Wood as Vice-Chairman of the Council for the year 2024/2025.

4. Alterations to Standing Orders/Financial Regulations/Risk Assessment.

It was **RESOLVED:** That the Community Gym Committee be dissolved and replaced with the Marketing Strategy Sub-Committee, which will be a sub-committee of the Finance & General Purposes Committee. The following policies be added the current policies held by the Parish Council: Action Plan; Abusive, Unreasonable & Vexatious Policy; Clerk & Councillor Training Policy; Community Engagement & Strategy Policy; Expenses Policy; Grants & Donations Policy; Pension Policy Statement; Performance Review & Procedure Policy; Public Participation at Meetings Policy; Social Media Policy and Staff Privacy Notice.

5. Committee Structure.

It was **RESOLVED:** That the committee structure be as follows:

Finance and General Purposes Committee

Chairman: Cllr D Cornock.

Vice-Chairman: Cllr H Hendry.

Members: All members of the Full Council.

Marketing Strategy Sub-Committee

Chairman: Cllr G Craig.

Vice-Chairman: Cllr K S Paul.

Members: All members of the Full Council.

Chairman's Initials:.....

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School Academy Liaison Committee

Members: Cllr D Cornock, Cllr G Craig and Cllr H Hendry.

6. Other Representatives.

a.) Outside Bodies.

It was **RESOLVED:** That the other representatives be as follows:

Birmingham Airport: Cllr S Bray

Big Lotto Steering Group: Cllr M Caddick

Press Officer: Cllr H Hendry.

Health and Safety Officer: Cllr H Hendry

b.) Public Participation.

b.i.) Jubilee Gardens.

Members were informed that residents living near to the former care home Jubilee Gardens have concerns that the building is to be turned into a HMO (House of Multiple Occupancy).

It was **RESOLVED:** That the Clerk contact Solihull MBC to enquire if any planning applications had been received regarding Jubilee Gardens.

b.ii.) West Midlands Police.

A representative from West Midlands Police attended the meeting to inform the Parish Council about the work that is being carried out in the area of Smith's Wood and how West Midlands Police are taking steps to engage further with the local residents. Members asked questions and expressed their concerns regarding a number of issues, which were answered to the best of the representatives ability.

7. Minutes of the Full Council.

It was **RESOLVED:** That the Minutes of the Full Council meeting held on Monday 22nd April 2024 be approved as a true and correct record.

8. Matters Arising.

There were no matters arising.

9. Correspondence.

a.) Castle Bromwich Parish Council - Re: Invitation to attend Annual Civic Service and Reception on Sunday 9th June at 6.30pm at the Parish Church of St Mary and St Margaret, Chester Road.

It was **RESOLVED:** That Cllr S Bray and Cllr Mrs W Bray attend the Annual Civic Service on behalf of the Parish Council.

b.) Kingshurst Parish Council - Re: D-Day Beacon Lighting Ceremony Invitation on Thursday 6th June at 7pm to 9.30pm at Pavilions Club Field.

It was **RESOLVED:** That Cllr S Bray and Cllr Mrs W Bray attend the D-Day Beacon Lighting Ceremony on behalf of the Parish Council.

Chairman's Initials:.....

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- c.) Rotowash - Re: Service Report for Cleaning Machine.
It was **RESOLVED**: That the repairs are not carried out as staff are coping with current cleaning equipment.
- d.) Solihull MBC - Re: Various Roads 20 MPH Maximum Speed Limit Order 2024.
It was **RESOLVED**: That this item be received and noted.
- e.) Solihull MBC - Re: Visit Solihull May Newsletter.
It was **RESOLVED**: That this item be received and noted.
- f.) West Midlands Fire Service - Re: May Newsletter.
It was **RESOLVED**: That this item be received and noted.
- g.) Solihull MBC - Re: Community Development Team Updates.
It was **RESOLVED**: That these items be received and noted.
- h.) Solihull MBC - Re: CAVA - Solihull Bulletin.
It was **RESOLVED**: That this item be received and noted.
- i.) Solihull MBC - Re: Leader's Message - 8th May and 17th May.
It was **RESOLVED**: That these items be received and noted.
- j.) Solihull MBC - Re: Latest News - 26th, 29th April; 8th, 9th, 10th, 13th, 16th, 17th May; May Newsletter; Outdoor Theatre in Brueton Park; Solihull Local Plan Update 17th May.
It was **RESOLVED**: That these items be received and noted.
- k.) West Midlands Police - Re: Neighbourhood Alerts; Shed break-ins in Solihull; Chance to win a smart home security system and Grand Designs Live Tickets; Crime Update; April Update; BMW thefts in Solihull; Upcoming Princes Trust Team Programme; OUR NEWS May edition; WhatsApp group chats are targeted by fraudsters; Crime Update; Twelve people convicted of drug offences in the largest operation undertaken by our County Lines Taskforce; Smith's Wood Newsletter.
It was **RESOLVED**: That these items be received and noted.
- 10. Minutes of the Community Gym Committee.**
It was **RESOLVED**: That the Minutes of the Community Gym Committee meeting held on Tuesday 7th May 2024 be received and the recommendations contained therein be adopted.
- 11. Minutes of the Finance and General Purposes Committee Meeting**
It was **RESOLVED**: That the Minutes of the Finance and General Purposes Committee meeting held on Monday 13th May 2024 be received and the recommendations contained therein be adopted.

Chairman's Initials:.....

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12. Accounting Statements.

12.1 Annual Internal Audit Report.

It was **RESOLVED:** That the Annual Internal Audit Report be received and noted.

12.2 The Annual Governance Statement.

It was **RESOLVED:** That the Annual Governance Statement 2023/24 be approved.

12.3 The Accounting Statements

It was **RESOLVED:** That the members of the Parish Council approve the Accounting Statements.

13. Signing of the Accounting Statements.

It was **RESOLVED:** That the Chairman sign the Annual Governance Statement and the Accounting Statements.

14. Dates of Next Meetings.

It was **RESOLVED:** That the dates for the next meetings are as follows:

Finance and General Purposes Committee: Monday 3rd June 2024 at 4.30pm.

Full Council: Monday 17th June 2024 at 4.30pm.

15. Exclusion of Public and Press.

It was **RESOLVED:** That in accordance with Schedule 12a of the Local Government Act 1972, the public and press be excluded from the following Agenda item: Private Section of Minutes.

Chairman's Initials:.....