

Smiths wood parish council minutes of the finance and general purposes committee. Held on Monday 10th February 2025 At 4.30pm.

Those present :

Chairman Cllr H Hendry

Councillors Cllr S Bray, Cllr W Bray Cllr D Ramsey, Cllr D Cornock, Cllr M Caddick, Cllr Miss S Nasreisfahany, Cllr M Rashid .

Absent Cllr Kemal Singh Paul

There was no clerk present. Minutes were taken by Cllr W Bray.

1 . Apologies As we have no clerk at this present time none were submitted

2 Minutes of previous finance and general purposes committee meeting

It was Recommended : That the minutes of the previous finance and general purposes committee meeting held on 13th January 2025 . be approved as a true and correct record

3 Matters Arising

(I) At the previous meeting we had to sign the bank mandates. As we was changing over to our new clerk. The mandates have been sent back due to some information being incorrect as we have a new clerk who will need access to the banking, we will get her to do this asap as the previous clerk is going away and she will have the codes sent to her phone.

(II) we need to look into the SLCC membership to see f we can transfer it to a new Clerk or get a refund on this.

4 Correspondence

We had no correspondence submitted.

5 Planning application

None submitted

6 Community gym

The head steward of the Gym had been approached by Mr Lewis , regarding hire of the hall for a HAF programme which will run in the half term 17th -21st February 2025. We will have to run this past the new clerk . Cllr D Ramsey brought it to our attention that our hall hire policy states that we need to have 4 weeks notice to book the hall. . we haven't been told the name of the organisation, that will be running the programme. We will be asking the new clerk to investigate this and if we can amend the policy over the hall hire.

when we get a youth organisations asking to using the hall ,before we agree . We do a check on the organisation to make sure they have no safeguarding issues. Cllr Hendry to liaise with the new clerk on this matter.

7 Accounts presented, Bank Reconciliation and, Precept.

As the Clerk did not prepare accounts before she left. None were presented. They will be available for the full council meeting.

8 Members request at Chairman's Discretion
Nothing was raise

9 Exclusion of public and press

10 Private sector minutes

It was Recommended That the private sector minutes of the finance and general purposes committee meeting held 13th January 2025 Be approved as true and correct record.

11 Accounts

No accounts were submitted so we could not approve them.

12 Staff and wages

Due to our Clerk leaving we had been left without a clerk and we had no time to advertise for a new clerk. So we ask Cllr Hendry to approach Paula the Clerk at Kingshurst to see if she could help us. Until we get a new clerk. Friday 7th February Cllr Hendry and Cllr Cornock met with Paula and a fiancé clerk to discuss what help they could give us.

I To help with the recruitment of an experienced clerk and train them with our systems.

ii collaborate with the chairman and proper officer with finances.

iii help with gym management and promote the gym and parish council.

Iv Do an extensive parish plan.

Paula would do 10 hrs a week and Lee 2 hrs Paula would be paid at the same rate we were paying the previous clerk.

A vote was taken and it was unanimous for Paula to be clerk. From all 8 councillors who were present

Wages

The former clerk has told us she has set up for the gym staff to get basic wages for the next 3 weeks. As some of the staff has done over time. This will have to be addressed so they can have what we owe them.

We also need to check Wendy's wages as she did take 3 days off. We need to know if she paid herself for those days or not.

We have to migrate to staffology for staff wages this hasn't happened yet as the former clerk had not got the technical knowledge to do this.

13 Health and safety

Nothing submitted

14 Security

Nothing submitted

Full council meeting 24th February

Finance and general purposes committee meeting March 10th

Full council March 17th.

Meeting closed at 5.15pm

K S [signature]