



05/03/2025

Minutes of the meeting of

Full Parish Council

on Monday 24th February 2025 at 4.30pm,

Medium activity roommate Elmwood Place Family hub

37 Burtons Way, Smiths Wood

Council Members: *Chairman Cllr K S Paul, Cllr S Bray, Cllr W Bray, Cllr D Cornock, Cllr Hendry, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr A Duffen, Cllr S Nasreisfahany*

Council Members Present: Cllr L Browning

In Attendance: 1 Members of the public

Paula Coyle
Clerk to Smiths wood Parish Council
Acting Clerk

Minutes

<u>Item</u>		<u>Action</u>
1.	Welcome and Housekeeping: Chairman Cllr Paul, welcomed everyone to the meeting of Smiths wood Parish Council and went through housekeeping rules Chairman introduced the Clerk/RFO and Cllr Browning	
2.	Apologies: Cllr Duffen, Cllr Rashid Resolved: That all the above absences are not approved.	
3.	Declarations of disclosable (pecuniary and other) interests: None	
4.	Dispensation requests: None	

5.	To approve the minutes of the last meeting 24th February 2025 Resolved: That minutes of the last F&G meeting held on 10th February 2025, were approved, and signed by the Chair as a true record.	
6.	Co-option to Vacancy of Office for Parish Councillor & Declaration of acceptance of Office Qualifications (as provided in the Local Government Act 1972, s79) No Disqualifications (as provided reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000). • Candidate: Emmanuelle Grayson - Smiths wood Ward • Members' questions. Full Council voting on appointment. <i>The successful candidate is then declared co-opted to the Parish Council and will be asked to join the meeting and sign the Declaration of Acceptance of Office form.</i> Resolved: Emmanuelle Grayson the successful candidate was declared co-opted to Smiths wood Parish Council Resolved: Declarations of Interest Co-opted member signed Acceptance of Office, Code of Conduct and Pecuniary Interests forms	
7.	Public Participation. To adjourn to allow public participation for 15 minutes. Members of the Public are invited to speak in Public forum for a maximum of 5 minutes on any subject covered by the agenda and should give their name and subject to the Clerk before the meeting commences. Councilors will not comment on agenda items in the Public forum any items brought to Council not on the agenda may be considered for future meetings on written application to the Clerk or Chairman. Total time allocated to Public forum will not exceed 15 minutes in accordance with Standing Orders). Members of the public are welcome to stay for some or all of the meeting. Members of the public may not take part in the Full Council Meeting. <i>“A local resident wanted to highlight and sincerely thank Cllr Ramsey for all the support she has given him in addressing the issue he raised. Her help has made a real difference, and he truly appreciates her efforts”.</i>	

8.	Finance. <i>S101 delegation of powers The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate.</i>	Clerk.
8.1.	To approve payments from the F&G Meeting, 10th February 2025. Resolved: Payments approved as per the F&G meeting.	
8.2.	To review the Council Asset Register. Resolved: The Council Asset Register will be reviewed.	
8.3.	To review the Council insurance policy and discuss/decide on alterations. Resolved: The Council insurance policy will be reviewed, and any necessary alterations will be discussed. Section 137 of the Local Government Act 1972 allows parish councils to spend money on activities that benefit the community.	
8.4.	To agree to allow 137 powers Resolved: Cllrs to note that Section 137, no discussion or decision will be made until all councillors understand the spending power. Section 101 of the Local Government Act 1972 provides: • That a Council may delegate its powers (except those incapable of delegation) to a committee • A Committee may delegate its powers to an officer.	
8.5.	Appointment of Staffing/HR Committee • Recruit New Smiths wood Parish Clerk • Clerk and Responsible finance officer (RFO) • Job description has been shared with all councilors • Interview date Resolved: Cllr D Ramsey, Cllr S Nasreisfahany, Cllr S Bray Cllr W Bray, Cllr M Caddick, Cllr E Grayson	
8.6.	Appointment of Gym Management Committee • To review the Gym asset register. • To collect the data from the £10,000 marketing campaign. • Football Pitch agreement. • Members have the opinion to be on the board of community groups Resolved: Cllr D Ramsey, Cllr S Bray Cllr W Bray, Cllr M Caddick Noted: Committee meeting date to be arranged	
8.7.	Appointment of Events Committee • Youth projects	

8.8.	• North Solihull school environment awards • Schedule annual events • Safeguarding officer will be appointed • Members have the option to be on the board of community groups (<i>paperwork to be given out</i>) Resolved: Cllr D Ramsey, Cllr S Nasreisfahany, Cllr S Bray Cllr W Bray, Cllr M Caddick, Cllr E Grayson All decisions will be reported at the next available Full Council Meeting. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation <i>(Parish Councillors are reminded “Councillors do not have any authority as individuals. No councillor can act alone or speak on behalf of the council without first being formally granted the authority to do so by that council”).</i> To Note: The Smiths Wood Council community plan 2025 Noted: Councillors will review the proposed community plan before any action is taken at the next Full Council meeting.(17/03/25)	
9. 9.1.	Smiths Wood Community Gym <i>(Parish Councillors are reminded “Councillors do not have any authority as individuals. No councillor can act alone or speak on behalf of the council without first being formally granted the authority to do so by that council”).</i> Gym Facility Management Stewards to develop and Submit a Gym Activity Plan 2025 • A structured schedule of gym activities must be developed and submitted within two weeks to the Gym committee • To include a programme for Community Engagement • Staff & Steward Meeting to be arranged. • Scheduled events along with the Gym committee to oversee planning of events.Regular scheduled events to maintain community involvement. Resolved: Steward to be invited to attend the next full council meeting 17th March	

10.	Strengthening collaboration with local schools The Parish Council will take a more active role in working with local schools. A meeting needs to be scheduled between the Parish Chairman and the Headteacher to discuss further collaboration and funding options to better support students and community initiatives.	
10.1.	Eco Artwork- Collaboration with Birmingham Airport. Local school project Noted: To encourage North Solihull schools to participate in the Birmingham Airport eco art project	
10.2.	Proposal: It is proposed that a rolling agreement be established for the football team to maintain the pitch. This approach would be more cost effective than the current maintenance agreement while ensuring the pitch remains in good condition for community use. Resolved: A meeting with the football team will be arranged.	
11.	Date of the next meeting Monday 17th March at Medium activity roommate Elmwood Place Family hub @ 4.30pm	
12.	Exclusion of public and press.To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960	
12.1.	Parish councils Roles and responsibilities. Resolved: Induction training will be arranged for all councillors. The Clerk will send possible dates for consideration.	
12.2.	Access to Clerk's Office - Access to the Clerk's office will be restricted. Unless the Clerk is present, there will be no further unauthorised access. Resolved: No unauthorised access to the Clerk's office.	
12.3.	Measures need to be established to ensure the gym is properly maintained and serves the community effectively.	
12.3(a)	Resolved: A full audit of the gym will be conducted.	
12.3(b)	Resolved: Investigate the gradual phasing out of cash transactions.	
12.4.		

	Agree to hire an external consultant to review ALL roles and contracts then act on that advice Resolved: Approved the hiring of an external consultant to review all roles and contracts, with actions to be taken based on their recommendations.	
12.5.	Delegation of Powers: Smiths wood Parish Council Clerk/RFO Employment Contract Approval Resolved: Approved, Agenda item 7.5.	
12.6.	Directly following the conclusion of the Full Council Meeting, delegation powers will be exercised by the Staffing/HR Committee to review and approve the Clerk/RFO Employment Contract and Salary agreement Resolved: Following the conclusion of the Full Council Meeting, delegation powers will be exercised by the Staffing/HR Committee to review and approve the Clerk/RFO Employment Contract and Salary Agreement. Smith's Wood – Clerk's Interview • The job description has been shared with all councillors. • The interview date is set for 28th February.	
	Meeting closed at 5:45pm	

Signed (Chair)

Date: