



07/05/2025

To all committee members

You are summoned to attend an
**Annual General Meeting Followed by
a Full Council Meeting**

on Monday 12th May 2025 at 4.30pm

Medium activity roommate Elmwood Place Family hub

Committee Members: *Chairman Cllr K S Paul, Cllr S Bray, Cllr W Bray, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr S Nasreisfahany, Cllr E Grayson, Cllr J Morton, Cllr M Phillips*

Shenda Harvey

S. Harvey

Clerk to Smiths Wood Parish Council

Public form

(a) Matters for report only

(b) Questions and Representations from Residents

This provides an opportunity for members of the public to participate before the meeting by asking questions, raising concerns or making representations, regarding Smiths Wood Parish Council. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced

Agenda

	Welcome and Housekeeping General housekeeping
	Public Forum Members of the Public are invited to speak in Public Forum for a maximum of 3 minutes and should give their name and subject to the Clerk before the meeting commences. Total time allocated to Public Forum will not exceed 10 minutes in accordance with Standing Orders). Members of the public are welcome to stay for some or all of the meeting.

	Any items brought to Council but not on the agenda may be considered for future meetings on written application to the Clerk. SWPC Councillors will not comment on agenda items in the Public Forum
1.	Election of Smiths Wood Parish Council Chairman - Term 2025 - 2026
1.1.	Followed by: Signing of the Declaration of Acceptance of Office
2.	Election of Smiths Wood Parish Council Vice Chairman Term 2025 - 2026
2.1	Followed by: Signing of the Declaration of Acceptance of Office
3.	To receive apologies for absence <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i>
4.	Declarations of Interest To be updated a. Register of Interests: Councillors are reminded of the need to update their register of Interests. b. To declare any Disclosable Pecuniary Interests in items on the agenda and their Nature. c. To declare any Other Disclosable Interests in items on the agenda and their nature
5.	Confirmation and signing of minutes of the AGM Meeting held on Monday 20th May 2024.
6.	Confirmation of Internal Auditor for 2025/26 financial year
6.1.	Acknowledgement of External Auditor – Moore for 2025/26 financial year.

7.	Confirmation: Bank Signatories for the Year 2025/26
7.1.	To confirm the confirmation of authorised persons for cheque signing and bank signatories for the 2025/26 financial
8.	Standing Orders for Smiths Wood Parish Council 25/26.
8.1.	To Note: Standing orders from NALC
9.	Code of Conduct
9.1.	To Note: continued adherence to the code
10.	Financial Regulations 25/26.
10.1.	To Note: Financial regulations
11.	Smiths Wood Parish Council Policies and Procedures
11.1.	To Note: the council's policies, procedures and practices in respect of its obligations. (available on website https://smithswood-pc.gov.uk/)
12.	Risk Assessment
12.1.	To consider and review the risk assessment 2025/26
13.	Members allowances 25/26: (England)Regulations 2003 for the payment of a Basic Members Allowance <i>Regulation 26 of The Local Authorities (Members' Allowances) (England) Regulations 2003 amended in 2004 allows a parish council to pay both elected and co-opted members allowances in respect of travelling and subsistence undertaken or incurred in connection with the performance of any duty</i>
14.	Electronic Communications Act 2000 Section 8 of the Electronic Communications Act 2000 allows authorising or facilitating the use of electronic communication. The Order made under Section 8 of the Electronic Communications Act 2000 will amend Schedule 12 of the Local Government Act 1972 to put beyond doubt that local authorities may send their members summonses to attend meetings, including agendas and related papers, to meetings electronically
14.1.	To authorise electronic emails to all councillors <i>The electronic communication may include attachments, such as a meeting agenda or papers, or a web-link enabling a member to view meeting papers.</i>

15.	Committees 2025-2026 <i>Section 101 (of the Local Government Act 1972) allows a council to delegate the power to make decisions to an officer, a committee, a sub-committee or another council.</i>
15.1.	<u>Committee Structure</u> Standing committees 2025-2026 Finance and General Purpose:- <i>committee members to be confirmed</i> HR/Staffing Committee: <i>- committee members to be confirmed</i> Events Committee: <i>- Cllr S Bray, Cllr W Bary, Cllr J Morton, Cllr E Grayson</i> Gym Committee :- <i>committee members to be confirmed</i> Environment Committee: <i>- committee members to be confirmed</i> Planning Committee: <i>- committee members to be confirmed</i>
15.2	Committees Terms of reference to be reviewed at the first Committee meeting.
15.3	Committees to decide and action any working parties for projects in the year ahead 25/26
16.	To fix the dates and times of ordinary meetings of the Council and Committees for the year.
16.1.	<i>Draft Meeting Schedule for 2025/256 Full Council and Finance and General Purpose meetings- Attachment 1</i> Parish councils are legally required to hold a minimum of four meetings per year
17.	To decide councillors to represent SWPC on outside bodies.
17.1	• WALC/ NALC
18.	Matters arising from the last meeting. To Note boundary change
19.	Date of next AGM meeting: Location and date to be confirmed

	May 2026.
	Annual General Meeting 2026 Finished: Full Council Meeting to commence at 6pm.