



09/04/2025

To all committee members

You are summoned to attend a
Finance and General Purpose Meeting

on Monday 14th April 2025 at 5.30pm

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

Delegated Member: Cllr L Browning

In Attendance: Members of the public

Shenda Harvey

S. Harvey

Clerk to Smiths Wood Parish Council

Agenda.

1.	Welcome and Housekeeping.
1.1.	General housekeeping & reminder to turn off/silence mobile phones Before SWPC proceeds to the first item of business on the agenda <i>“All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct”.</i>
1.2.	To receive and approve apologies
2.	To receive members’ declarations of disclosable (pecuniary and other) interests.
3.	To receive and consider member’s dispensation requests, if any.
4.	To approve the minutes of the last meeting held 10th March 2025
4.1.	That the minutes be accepted and signed as a true record.

5.	To approve the minutes of the last meeting held 10th March 2025
5.1.	That the minutes be accepted and signed as a true record. 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. Councillors 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.
7.	Finance.
7.1.	Finance Report and Reconciliation - Cllr Browning.
7.2.	Finance timelines for Internal Audit and External Audit.
7.3.	Expenses for approval – Gym extractor fan
7.4.	Employers Liability insurance renewal.
7.5.	Bleed Kit at Burton's Way Medical Centre – this is for full council to consider
8.	Date of the next meeting ***** 2025
9.	Meeting closed at