



Smiths Wood

PARISH COUNCIL

03/06/2025

To all committee members

You are summoned to attend a
Finance & General Purposes Committee meeting

on Monday 9th June 2025 at 5.30pm

Medium activity room at Elmwood Place Family hub

Committee Members: Cllr S Bray, Cllr W Bray, Cllr M Phillips

Shenda Harvey

S. Harvey

Clerk to Smiths Wood Parish Council

Agenda.

1.	Welcome and Housekeeping
1.1.	General housekeeping General housekeeping & reminder to turn off/silence mobile phones Before SWPC proceeds to the first item of business on the agenda “All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct”.
1.2.	To receive and approve apologies
2.	Election of Chair for Finance & General Purposes Committee
3.	To receive members’ declarations of disclosable (pecuniary and other) interests.
4.	To receive and consider member’s dispensation requests, if any.
5.	Confirmation and signing of minutes of the Finance & General Purposes Committee meeting held on Monday 14th April 2025
5.1.	That the Minutes be accepted and signed as a true record 14/04/25.

6.	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 Finance & General Purposes Committee meeting.
7.	Finance 7.1. Finance to receive and approve Bank Statement for April and May 2025 and Bank reconciliations for April and May 2025 Bank Statement for all payments made in May 2025 and Bank reconciliations for April & May 2025 (attached) has been sent to all councillors. 7.2. To Approve: Income & Expenditure Annual Return Income & Expenditure Annual Return (attached) has been sent to all councillors 7.3. To note: Internal Auditor report from the Internal Auditor 7.4 To Approve: Annual Governance and Accountability Return 2024/25, the End of Year Accounts and Accounting Statements for 2024/25(Attached) report has been sent to all councillors 7.5. To Approve: The dates for the Public Inspection of the Accounts commencing on 17th June 2024 to 27th July 2024 7.6. To discuss: Grant Application for funding for Lilys Tea Parlour, Application for Financial Assistance and Impact Report (attached) has been sent to all Councillors 7.7. To Approve: The purchase of a laptop for the Clerk to support council operations and administrative duties.
8.	Date of the next meeting Monday 7th July 2025 at 5.30pm
	Meeting Finished at *****