



03/06/2025

To all committee members

You are summoned to attend a  
**Full Council Meeting**

on Monday 9<sup>th</sup> June 2025 at 6pm

Medium activity room at Elmwood Place Family hub

**Committee Members:** Chair Cllr S Bray, Vice-Chair Cllr M Phillips, Cllr KS Paul, Cllr W Bray, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr S Nasreisfahany, Cllr E Grayson, Cllr J Morton

**Shenda Harvey**

S. Harvey

Clerk to Smiths Wood Parish Council

**Agenda.**

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| <b>1.</b>   | <b>Welcome and Housekeeping</b>                                                                                                                                                                                                                                                               |
| <b>1.1.</b> | <b>General housekeeping</b><br>General housekeeping & reminder to turn off/silence mobile phones<br><br><b>Before SWPC proceeds to the first item of business on the agenda</b><br><b><i>“All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct”.</i></b> |
| <b>1.2.</b> | <b>To receive and approve apologies.</b>                                                                                                                                                                                                                                                      |
| <b>2.</b>   | <b>To receive members’ declarations of disclosable (pecuniary and other) interests.</b>                                                                                                                                                                                                       |
| <b>3.</b>   | <b>To receive and consider member’s dispensation requests, if any.</b>                                                                                                                                                                                                                        |
| <b>4.</b>   | <b>Confirmation and signing of minutes of Annual Parish Council meeting and Full Council meeting held on Monday 12<sup>th</sup> May 2025</b>                                                                                                                                                  |
| <b>4.1.</b> | That the Minutes be accepted and signed as a true record 12/05/25.                                                                                                                                                                                                                            |

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| 5. | <p><b>Public Participation.</b></p> <p>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).</p> <p>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</p>                                                                                                               |
| 6. | <p><b>Smith's Wood Parish Council Policies and Procedures Procedure:</b></p> <p><b>6.1. To Approve:</b><br/>To approve the Council's Policies, Procedures and Practices for Social Media Policy, Data Protection Policy, Disciplinary &amp; Grievance Procedure, Equality &amp; Diversity Policy, Performance Improvement Policy and Procedure, Training and Development Policy, Health &amp; safety Policy, Whistleblowing Policy, Complaints Policy, Expenses Policy, Safeguarding Policy, Information Technology, Guidelines, Anti-Harassment and Bullying Policy, Grievance Policy, Disciplinary Policy, Social Media Policy, Data Protection Policy, Dignity at Work Policy.</p> <p><b>6.2. To Approve :</b><br/>The Council's Standing orders, Risk Assessment and Financial Regulations.</p>                                                                                             |
| 7. | <p><b>Finance</b></p> <p><b>7.1. Finance to receive and approve Bank Statements for April and May 2025 and Bank reconciliations for April and May 2025</b><br/>Bank Statement and Bank reconciliation (attached ) bank statements and reconciliations have been sent to all councillors.</p> <p><b>7.2. To Approve:</b> Income &amp; Expenditure Annual Return<br/>Income &amp; Expenditure Annual Return (attached) report has been sent to all councillors</p> <p><b>7.3. To note:</b><br/>Internal Auditor report from the Internal Auditor.</p> <p><b>7.4. To Approve:</b><br/>The Annual Governance Statement for 2024/25 to be approved and signed by the Clerk &amp; Chair</p> <p><b>7.5. To Approve:</b><br/>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</p> |

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| <b>7.6.</b> | <b>To Approve:</b><br>The dates for the Public Inspection of the Accounts commencing on 17th June 2025 to 27th July 2025                                                                                                                                                                                                                                                                                                                                                                  |
| <b>7.7.</b> | <b>To discuss and Approve:</b> Grant Application for funding for Lilys Tea Parlour, Application for Financial Assistance and Impact Report (attached) Application and report have been sent to all Councillors                                                                                                                                                                                                                                                                            |
| <b>8.</b>   | <b>Hall Hire</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>8.1</b>  | <b>To discuss and Approve :</b><br>Hall Hire for Super Sen CIC Youth club – Councillors to discuss and approve hall hire to Super SEN CIC for them to start a Youth Club, Hall hire every two weeks on a Thursday from 5.30pm to 7.30pm, pilot session in July then Youth club to commence in September, case study (attached) case study and link for Super SEN CIC for website <a href="http://www.supersencic.co.uk">http://www.supersencic.co.uk</a> has been sent to all councillors |
| <b>8.2.</b> | <b>To discuss and Approve:</b><br>Hall Hire for Scouts and Beavers group to be reviewed                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>9.0</b>  | <b>To Note and Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>9.1.</b> | <b>Smith's Wood Youth Project Launch Event Invitation</b><br><b>To note:</b><br>The Chair, Vice Chair and Clerk have been invited by Urban Heard to the Smith's Wood Youth Project Launch for Youth Clubs on 17 <sup>th</sup> June 2025 at Auckland Hall                                                                                                                                                                                                                                  |
| <b>9.2.</b> | <b>To note:</b><br>Solihull Observatory link for Solihull area and ward profiles has been sent to all councillors<br><a href="#">Microsoft Power BI</a>                                                                                                                                                                                                                                                                                                                                   |
| <b>10.0</b> | <b>Date of the next meeting Monday 7th July 2025 at 6pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
|             | <b>Meeting Finished at *****</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |