



Smiths Wood

PARISH COUNCIL

22/05/2025

Minutes of the meeting of Annual General Meeting Followed by a Full Council Meeting

on Monday 12th May 2025 at 4.30pm

Medium activity roommate Elmwood Place Family hub

Council Members: Chair 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

Members non-attendance: Cllr E Grayson

Members of the public: None

Shenda Harvey.

S. Harvey
Clerk to Smiths Wood Parish Council

Minutes

	Welcome and Housekeeping General housekeeping	Actions.
	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). NO members of the public were present	
1.	Election of Smith's Wood Parish Council Chair - Term 2025/26 Resolved: Appointed Chair Cllr S Bray for year 2025/26	

Chair Initials SB

1.1.	Followed by: Signing of Declaration of Acceptance of Office Cllr S Bray signed Declaration of Acceptance of Office	
2.	Election of Smith's Wood Parish Council Vice-Chair - Term 2025/26 Resolved: Appointed Vice -Chair Cllr M Phillips for year 2025/26	
2.1.	Followed by: Signing of Declaration of Acceptance of Office Cllr M Phillips signed 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> Resolved: Cllr E Grayson apologies have been accepted	
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 Resolved: All Cllr's have been reminded to update their Register of Interest.	
5.	Confirmation and signing of minutes of the AGM Meeting held on Monday 20th May 2024. Resolved: Minutes of the last Annual Parish Council meeting held on 20 th May 2024, were approved, and signed by the Chair as a true record.	

6.	Confirmation of Internal Auditor for 2025/26 financial year Resolved: David Clifton & Co appointed 2025/26	
6.1.	Confirmation of External Auditor for 2025/26 financial year. Resolved: Moore UK appointed 2025/26	
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. Resolved: Chair S Bray, Cllr M Phillips, Cllr S Nasreisfahmay and Cllr KS Paul are the appointed signatories 2025/26	
8.	To approve and adopt the Standing Orders for Smiths Wood Parish Council 25/26.	
8.1.	To note Standing orders from NALC Standing Orders from NALC available online	
9.	To approve and adopt the Code of Conduct	
9.1.	To Note: continued adherence to the code Councillors to adhere to the code of conduct	
10.	To approve and adopt Financial Regulations 25/26.	
10.1.	To Note: Financial Regulations. Resolved : Smith's Wood Parish Council to adhere to Financial Regulations	
11.	Smith's 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/) Noted: Members to conduct an initial review of Smith's Wood Parish Council Policies and Procedures and identify necessary amendments, the policies are to be approved at the next Full Council meeting on 9 th June.	

12.	Risk Assessment	
12.1.	To consider and review the risk assessment 2025/26 Resolved : The risk assessment has been delegated to the Finance Committee	
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> Resolved: Following discussion, it was resolved that members will not receive a basic members' allowance for the 2025/26 period	
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> RESOLVED: It was resolved that all councillors will be authorised to receive electronic communication. Additionally, Cllr D Ramsey, Cllr M Rashid, and Cllr J Morton will receive paper copies of Agendas, minutes and reports	

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:Cllr W Bray, Cllr S Bray, Cllr M Phillips HR/Staffing Committee: Cllr W Bray, Cllr S Nasreisfahany Events Committee:Cllr S Bray, Cllr W Bray, Cllr J Morton, Cllr E Grayson, Cllr M Phillips Gym Committee: Cllr S Nasreisfahany, Cllr D Ramsey, Cllr E Grayson, Cllr J Morton, Cllr W Bray, Cllr S Bray, Cllr KS Paul Environment Committee: Cllr S Nasreisfahany, Cllr W Bray, Cllr S Bray,Cllr J Morton, Cllr W Bray, Cllr M Phillips, Planning Committee: Cllr S Bray, Cllr M Phillips	
15.2.	Committees Terms of reference to be reviewed at the first Committee meeting. Resolved: Committee “Terms of Reference” to be reviewed at Committee meetings	
15.3.	Committees to decide and action any working parties for projects in the year ahead 25/26 Resolved: Agreed to action No Working parties at this present time for 2025/26	
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	

Resolved: It was resolved that the dates for Full Council and Finance & General Purposes Committee meetings for 2025/26 are approved.

Noted:

- Finalised schedule to be circulated to all members.
- Meeting dates to be published on the council website and noticeboards.
- Any amendments or additional meetings to be considered as necessary.
- Schedule for committee meeting dates to be circulated to all members.

17. To decide councillors to represent SWPC on outside bodies.

17.1(a) • WALC/ NALC : Cllr S Bray and Cllr W Bray

17.1(b) • NSVCA : Cllr S Bray, Cllr W Bray

17.1(c) • Birmingham Airport Consultative Committee- Cllr S Bray

18. Matters arising from the last meeting.

18.1. To Note boundary change

Noted: The boundary change has been formally noted.

19. Date of next AGM meeting: Location and date to be confirmed

May 2026.

Resolved : It was resolved that the AGM meeting will be held on 11th May 2026 at 4:30 PM at Elmwood Place, Burtons Way, B36 0SZ.

Annual General Meeting 2026 Finished: 5.09pm
Full Council Meeting to commence at 6pm.

Chair Signature 

Date 9/6/25

Chair Initials SB