



# Smiths Wood

## PARISH COUNCIL

22/05/2025

### Minutes of the Full Council Meeting

on Monday 12<sup>th</sup> May 2025 at 6pm

Medium activity roommate Elmwood Place Family hub

**Council Members:** Chair Cllr S Bray, 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, Cllr KS Paul

**Members non-attendance:** Cllr E Grayson, Cllr D Ramsey, Cllr M Rashid

**Members of the public :** None

**Shenda Harvey**

S. Harvey

Clerk to Smiths Wood Parish Council

| Minutes |                                                                                                                                                | Actions |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.      | <b>To receive and approve apologies.</b><br><b>Resolved:</b> Cllr E Grayson, Cllr D Ramsey, Cllr M Rashid apologies were accepted              |         |
| 2.      | <b>To receive members' declarations of disclosable (pecuniary and other) interests.</b><br>None                                                |         |
| 3.      | <b>To receive and consider member's dispensation requests, if any.</b><br>None                                                                 |         |
| 4.      | <b>Confirmation and signing of minutes of Full Council meeting held on Monday 14<sup>th</sup> April 2025</b>                                   |         |
| 4.1.    | <b>Resolved:</b> That the Minutes from the Full Council meeting held on 14 <sup>th</sup> April 2025 were accepted and signed as a true record. |         |
| 5.      | <b>Finance</b>                                                                                                                                 |         |
| 5.1.    | <b>To receive and approve Bank Statement for April 2025</b>                                                                                    |         |

Initials (Chair) SB

|      |                                                                                                                                                                                                                                                                                                                                                                                  |  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|      | <p>Report has been circulated to all councillors.</p> <p><b>Resolved:</b> Payments for April 2025 were approved.</p>                                                                                                                                                                                                                                                             |  |
| 5.2. | <p><b>Bank reconciliation to be done for the June Finance meeting</b></p> <p><b>Noted:</b> Reconciliation will be completed before the next Finance meeting on 9/6/25</p>                                                                                                                                                                                                        |  |
| 5.3. | <p><b>Parish Council Accounts - Submission for Internal Audit</b></p> <p><b>Noted:</b> The Parish Council accounts have been completed and are ready to be sent to the Internal Auditor for review.</p>                                                                                                                                                                          |  |
| 5.3. | <p><b>AGAR Timeline</b> – To publish the AGAR Notice paperwork online and have accounts available for public viewing (by appointment) at the Clerks Office from 17/06/2025 to 28/07/2025.</p> <p><b>Noted:</b> The AGAR Notice publication and public access to accounts will be scheduled accordingly</p>                                                                       |  |
| 5.4. | <p><b>To Note Asset register</b></p> <p><b>Noted:</b> The Asset Register has been recorded accordingly.</p>                                                                                                                                                                                                                                                                      |  |
| 5.5. | <p><b>To Note the Council insurance policy</b></p> <p><b>Resolved:</b> The Council insurance policy with Zurich Municipal has been recorded.</p>                                                                                                                                                                                                                                 |  |
| 6.   | <p><b>Information items:</b> To receive and discuss items for information and comment/action if appropriate</p>                                                                                                                                                                                                                                                                  |  |
| 6.1. | <p><b>Training dates: Authorising.</b></p> <ul style="list-style-type: none"> <li>• 5th June Councillor Training</li> <li>• 18 June Chairs' Training</li> <li>• 24 June Planning Nuts and Bolts</li> </ul> <p><b>Noted:</b> The provided training dates have been approved.</p>                                                                                                  |  |
| 7.   | <p><b>Annual Parish Meeting 2025.</b></p> <p>The Annual Parish meeting is not a council meeting. It is a meeting of the parish to take place between 1 March and 1 June. In practice these meetings often celebrate local activities and debate current issues in the community. The chairman of the council calls the Annual Parish Meeting and, if present, will chair it.</p> |  |
| 7.1. | <p>Annual Parish Meeting 2025. <b>Thursday 29<sup>th</sup> May 2025</b>, at 6pm to be held at the small hall Smiths Wood Primary Academy</p>                                                                                                                                                                                                                                     |  |

|    |                                                                                                                                                                                                                                                                                                                                      |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <b>Noted:</b> The Annual Parish Meeting 2025 will be held on Thursday, 29th May 2025, at 6:00 PM in the Small Hall at Smiths Wood Primary Academy                                                                                                                                                                                    |  |
| 8. | <b>Noted -Bleed Kit at Burton's Way Medical Centre</b> <ul style="list-style-type: none"> <li>a. Equipment has been updated</li> <li>b. The kit is designed to be used by general public<br/>Emergency services advise the caller how to use to Bleed Kit</li> </ul> <p>The Clerk discussed the Bleed kit and approval of update</p> |  |
| 9. | <b>Date of the next meeting</b> <p>Monday 9<sup>th</sup> June 2025 6pm at Elmwood Place, Burtons Way, B36 0SZ</p>                                                                                                                                                                                                                    |  |
|    | <b>Meeting Finished at 6.10pm</b>                                                                                                                                                                                                                                                                                                    |  |

Signed (Chair) 

Date 9/6/25

Initials (Chair) SP