



15/7/2025

To all committee members

You are summoned to attend an
Emergency General Meeting (EGM)
on Monday 21st July 2025 at 5.30pm

The meeting will be held in the medium activity roommate at Elmwood Place Family hub,
Burton's Way, B36 0SZ

Committee Members: Chair Cllr S bray, Cllr W Bray, Cllr K Paul, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr S Nasreisfahany, Cllr E Grayson, Cllr J Morton, Cllr M Phillips

Shenda Harvey

S. Harvey
Clerk to Smith's Wood Parish Council

Agenda.

1. Chair's Welcome

Confirmation that the meeting has been properly convened and quorum met (minimum one-third of councillors)

2. Apologies for Absence

3. Declarations of Interest

Any councillor declarations relevant to agenda items.

4. Acceptance of Notice Clerk's/RFO Resignation

Formal recording of **Shenda Harvey's resignation (effective 8th August)**.

5. Interim Arrangements

Proposal: appoint **Paula Coyle** as Temporary Clerk with delegated authority to oversee day to day operations and manage the recruitment process.

Formal agreement on tasks, access rights, and contract terms.

6. Recruitment of New Clerk

Section 101 of the local government Act 1972 provides that a Council may delegate its powers to a committee a committee may delegate its powers to an officer(suggest councillors + Paula).

Appointment of Recruitment selection panel

Approval of job description, recruitment timetable

Confirm advertisement (e.g. website, Social Media, SLCC and SMBC).

7. Budget & Resources

Agree on resources needed for advertising, training and handover.

8. Delegated Authority During Vacancy

Grant Paula (with full council support) authority to make urgent administrative/financial decisions until a new clerk is appointed.

***S101** delegation of powers The scheme of Delegation (**s101 of the 1972 LGA**), provides for delegating authority to the clerk for making decisions on behalf of the council as and when appropriate.*

9. Communications

Agree communication plan for staff, and public announcement regarding resignation and interim arrangements.

10. Date of Next Meeting

Schedule to review recruitment progress

11. Any Other Business

Matters raised under urgent confidential business.

12. Close of Meeting