



22/7/2025

Minutes of the Emergency General Meeting (EGM)

Held on Monday 21st July 2025 at 5.30pm

At 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

Members Present: Chair Cllr S Bray, Vice-Chair Cllr M Phillips, Cllr W bRay, Cllr K Paul, Cllr M Caddick, Cllr S Nasresifahany

Members of the Public: No members of the public were present

Shenda Harvey
S. Harvey
Clerk to Smith's Wood Parish Council

Minutes.

1. Chair's Welcome

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

Resolved: The meeting was declared quorate, with the required minimum of one-third of councillors present.

Chair Initials_____

2. Apologies for Absence

Resolved : Apologies were received from Cllr D Ramsey & Cllr J Morton

3. Declarations of Interest

Any councillor declarations relevant to agenda items.

None.

4. Acceptance of Notice Clerk's/RFO Resignation

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

A copy of the resignation letter, dated 11th July 2025, was presented to councillors. The letter had been submitted to Chair Cllr S Bray and the Chair of the HR & Staffing Committee Cllr W Bray.

Noted: Councillors acknowledged receipt of the resignation and accepted the notice as formally submitted.

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.

Approved: It was approved that Paula Coyle be appointed as Temporary Clerk with the necessary authority to:

- Oversee and maintain daily council operations
- Lead and manage the Clerk recruitment process
- Operate under a formal agreement outlining assigned tasks, access rights, and contract terms

Chair Initials_____

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).

Approved: A Recruitment Selection Panel was appointed, consisting of:

- Cllr S Bray
- Cllr W Bray
- Cllr S Nasreisfahany
- Acting Clerk Paula Coyle

The panel will meet at 1:00pm on Monday, 28th July 2025 to discuss and approve the:

- Job Description
- Application Form
- Advertising strategy and associated costs

The Clerk will bring to the meeting:

- Copies of the two most recent job descriptions used
- The current application form
- Cost breakdowns for advertising the vacancy via SLCC, SMBC, WALC, and other platforms

Chair Initials_____

7. Budget & Resources

Agree on resources needed for advertising, training and handover.

Minute Reference: Budget & Resources – Clerk Recruitment

The Committee discussed necessary resources to support the recruitment process, including advertising reach and clerk training.

Resolved: The Clerk will enquire about broader advertising options for the vacant Clerk position and report findings at the next meeting.

- Training through WALC was reviewed and formally approved by councillors to support the appointed candidate.

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.*

Approved: With full Council support, Paula Coyle was granted delegated authority to make urgent administrative and financial decisions until a new Clerk is appointed. This delegation enables appropriate decision-making on behalf of the Council during the transitional period.

9. Communications

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

Resolved: The Chair will send an email to the Clerk for distribution to Smith's Wood Parish Council staff, informing them of the Clerk's resignation and the appointment of Paula Coyle as Acting Clerk.

The Clerk will post a public notice on the Parish Council noticeboard detailing the same information.

Chair Initials_____

10. Date of Next Meeting

Schedule to review recruitment progress

Resolved: The meeting will take place on Monday, 28th July 2025 at 1:00pm at Elmwood Place (Medium Activity Room

11. Any Other Business

Matters raised under urgent confidential business.

Resolved: No matters were raised under urgent confidential business.

12. Close of Meeting at 5.45pm

Signed Chair_____

Date_____

Chair Initials_____