



Smiths Wood

PARISH COUNCIL

24/06/2025

Minutes of the Finance & General Purposes Committee meeting

Held on Monday 9th June 2025 at 5.30pm

Medium activity room at Elmwood Place Family hub

Council Members: Cllr S Bray, Cllr W Bray, Cllr M Phillips

Members non-attendance: None

Members of the public : Cllr L Browning

Shenda Harvey

S. Harvey

Clerk to Smiths Wood Parish Council

Minutes		Actions
1.	Welcome and Housekeeping	
1.1.	General housekeeping	
1.2.	To receive and approve apologies Resolved: No apologies were received; all members were present.	
2.	Election of Chair for Finance & General Purposes Committee Resolved: Appointed Chair Cllr W Bray for the year 2025/26	
3.	To receive members' declarations of disclosable (pecuniary and other) interests. None	
4.	To receive and consider member's dispensation requests, if any. None	

Chair Initials _____

5. 5.1.	Confirmation and signing of minutes of the Finance & General Purposes Committee meeting held on Monday 14th April 2025 Resolved: That the Minutes from the Finance & General Purposes Committee meeting held on 14th April 2025 were accepted and signed as a true record.	
6.	Public Participation. 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). 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 Finance & General Purposes Committee meeting.	
7. 7.1. 7.2. 7.3. 7.4	Finance Finance to receive and approve Bank Statement for April and May 2025 and Bank reconciliations for April and May 2025. Resolved: Bank reconciliations and payments for April 2025 and May 2025 were approved. Reports and Bank Statements have been sent to all councillors. To Approve: Income & Expenditure Annual Return Income & Expenditure Annual Return (attached) has been sent to all councillors Resolved: Income & Expenditure Annual Return was approved To Note: Internal Auditor report from the Internal Auditor Noted: The Internal order report has been received and shared with committee members. To Approve: 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 Resolved: The Annual Governance and Accountability Return 2024/25, the End of Year Accounts and Accounting Statements for 2024/25 were approved	

Chair Initials_____

7.5. 7.6. 7.7.	To Approve: The dates for the Public Inspection of the Accounts commencing on 17th June 2025 to 27th July 2025 Resolved: The proposed dates for the Public Inspection of the Accounts were approved. The public notice will be published on the Parish website and displayed on the Parish notice board. To discuss: Grant Application for funding for Lilys Tea Parlour, Application for Financial Assistance and Impact Report (attached) has been sent to all Councillors. Noted: In consideration of the number of Smith's Wood residents benefiting from Lily's Tea Parlour, it was agreed that a grant amount of £250 would be more proportionate to the figures presented in the application, To Approve: The purchase of a laptop for the Clerk to support council operations and administrative duties. Resolved: It was approved that a laptop may be purchased for the Clerk to assist with council business and administrative responsibilities	
8.	Date of the next meeting Monday 7th July 2025 at 5.30pm	
	Meeting Finished at 6.02pm	

Signed Chair _____

Date _____

Chair Initials _____