



Smiths Wood

PARISH COUNCIL

17/06/2025

Minutes of the Full Council Meeting

on Monday 9th June 2025 at 6pm

Medium activity roommate Elmwood Place Family hub

Council Members: Chair 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

Council members present: Chair Cllr S Bray, Cllr W Bray, Cllr M Phillips, Cllr S Nasreisfahany

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. Apologies received: Cllr J. Morton, Cllr D. Ramsey Resolved: That the above absences were accepted and approved	
2.	To receive members' declarations of disclosable (pecuniary and other) interests. None	
3.	To receive and consider member's dispensation requests, if any. None	
4.	Confirmation and signing of minutes of Annual Parish Council meeting and Full Council meeting held on Monday 12th May 2025	
4.1.	Resolved: That the Minutes from the Full Council meeting held on 12 th May 2025 were accepted and signed as a true record	

Chair Initials

5.0	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 Full Council Meeting	
6. 6.1. 6.2.	Smith's Wood Parish Council Policies and Procedures Procedure: To Approve: To approve the Council's Policies, Procedures and Practices for Social Media Policy, Data Protection Policy, Disciplinary & Grievance Procedure, Equality & Diversity Policy, Performance Improvement Policy and Procedure, Training and Development Policy, Health & safety Policy, Whistleblowing Policy, Complaints Policy, Expenses Policy, Safeguarding Policy, Information Technology Policy, Anti-Harassment and Bullying Policy, Grievance Policy, Disciplinary Policy, Dignity at Work Policy. Resolved: All listed policies, procedures, and practices were reviewed and approved To Approve : The Council's Standing orders, Risk Assessment and Financial Regulations. Resolved: The Council's Standing Orders, Risk Assessment, and Financial Regulations were reviewed and approved.	
7. 7.1. 7.2.	Finance Finance to receive and approve Bank Statements for April and May 2025 and Bank reconciliations for April and May 2025 Bank Statement and Bank reconciliation (attached) bank statements and reconciliations have been sent to all councillors. 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) report has been sent to all councillors Resolved: Income & Expenditure Annual Return was approved	

7.3. 7.4. 7.5. 7.6. 7.7.	To note: Internal Auditor report from the Internal Auditor. Noted: The Internal Auditor report has been received and shared with all councillors.. To Approve: The Annual Governance Statement for 2024/25 to be approved and signed by the Clerk & Chair Resolved: The Annual Governance Statement for 2024/25 was reviewed, approved, and signed by the Clerk and the Chair 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 reviewed and approved. Accounting statement signed by the Clerk and Chair. 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 and Approve: Grant Application for funding for Lilys Tea Parlour, Application for Financial Assistance and Impact Report (attached) Application and report have been sent to all Councillors Resolved: The item will be rescheduled and brought forward at the next Full Council meeting.	
8. 8.1	Hall Hire To discuss and Approve : Hall Hire for Super Sen CIC Youth club – Councillors to discuss and approve hall hire to Super SEN CIC for them to start a Youth Club, Hall hire every two weeks on a Thursday from 5.30pm to 7.30pm, pilot session in July then Youth club to commence in September, case study (attached) case study and link for Super SEN CIC for website http://www.supersencic.co.uk has been sent to all councillors Resolved: Free hall hire was approved for Super SEN CIC to run the Youth Club—starting with a pilot session in July, and continuing every two weeks from September 2025. This arrangement will be reviewed by the Full Council in December 2025	

8.2.	To discuss and Approve: Hall Hire for Scouts and Beavers group to be reviewed Resolved: It was approved that the current agreement for hall hire at the rate of £10 per session will continue, and the arrangement will be reviewed by the Full Council in December 2025.	
9.0	To Note and Information	
9.1.	Smith's Wood Youth Project Launch Event Invitation To note: The Chair, Vice Chair and Clerk have been invited by Urban Heard to the Smith's Wood Youth Project Launch for Youth Clubs on 17 th June 2025 at Auckland Hall Noted	
9.2.	To note: Solihull Observatory link for Solihull area and ward profiles has been sent to all councillors Microsoft Power BI Noted	
10.0	Date of the next meeting Monday 7th July 2025 at 6pm	
	Meeting Finished at 6.53pm	

Singed Chair_____

Date_____

Chair Initials