



20/04/26

Minutes of the meeting of

Full Parish Council & F&G Meeting

Monday 13th April 2026 at 6.00pm,

Medium activity roommate Elmwood Place Family hub

37 Burtons Way, Smiths Wood

Council Members: *(Chairman) Cllr S Bray, Cllr W Bray, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr M Philips, Cllr J Morton*

Council Members Present: *(Chair) Cllr S Bray, Cllr W Bray, Cllr Philips, Cllr D Ramsey, Cllr M Caddick*

In Attendance: Delegated Cllr L Browning

Paula Coyle

Acting Clerk/RFO, to Smiths Wood Parish Council

Minutes	Action
1. 1.1.	Welcome and Housekeeping General housekeeping General housekeeping & reminder to turn off/silence mobile phones
2.	To receive and approve apologies. Apologies were received from Cllr Caddick. Resolved: Apologies were accepted for Cllr Morton.
3.	To receive members' declarations of disclosable (pecuniary and other) interests. None
4.	To receive and consider member's dispensation requests, if any. None
5.	Confirmation and signing of minutes of Parish Full Council meeting held on Monday 9th March 2026
5.1.	Resolved: That the Minutes were accepted and were signed as a true record 09/03/26.

6.	Chairman S Bray Year ending Parish Council Report 2025/26. Attachment A	
7.	Co-option Vacancy of Office for Parish Councillor & Declaration of acceptance of Office 7.1. Section 21 of the Representation of the People Act 1985 gives the Parish Council the power of co-option to fill vacancies remaining unfilled following an ordinary election. Ward vacancies <u>Candidate: Shenda Harvey.</u> Qualifications (as provided in the Local Government Act 1972, s79) No Disqualifications (as provided reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000). Members noted that , pursuant to Section 21 of the Representation of the People Act 1985, the Parish Council has the power to fill a vacancy by co-option where the vacancy remains unfilled following an ordinary election. The Council considered the vacancy within the North Ward. An application for co-option was received from: Shenda Harvey Members were satisfied that the candidate met the qualification requirements for office as set out in Section 79 of the Local Government Act 1972. Members further confirmed that the candidate was not disqualified from holding office under Section 80 of the Local Government Act 1972 or Section 79 of the Local Government Act 2000. Resolved: That Shenda Harvey be co-opted as a Parish Councillor for Smiths Wood. Following the resolution, Shenda Harvey signed the Declaration of Acceptance of Office in accordance with the Local Government Act 1972 and took their seat as a Member of the Council.	

8.3.	Noted: the timetable for the Internal Audit and the statutory requirements for the Exercise of Public Rights. Noted: The time table for internal Audit was discussed and the Public right dates are Cllr Browning provided Members with an overview of the required timetable and key stages in the process, including: • The Internal Audit process • Completion and approval of the Annual Governance Statement • Preparation of the Accounting Statements • The statutory Period for the Exercise of Public Rights Members noted that the commencement date for the Exercise of Public Rights is expected to begin on 3rd June 2026, subject to confirmation in line with statutory requirements. Proposal: "Active Hearts" 12 Week Chair Exercise Attachment B A discussion took place regarding the merits of the project. Members noted the potential benefits of the program for the community. It was noted that not all Members had received the full supporting documentation/proposal prior to the meeting. However, Members agreed in principle that working in partnership with Kingshurst Parish Council on this project was a positive step. <i>'The Clerk advised that the item be deferred to ensure all Councillors have sufficient time to review the full proposal in detail before a formal vote is taken.'</i> Resolved: to defer the decision to the next scheduled meeting to allow for a full review of the documentation by all Members.	
9. 9.1. 9.2.	Recruitment of Parish Clerk/RFO The Chair formally announces the successful recruitment of Samantha Andrews as the new Parish Clerk and Responsible Financial Officer. The Chair formally announced the successful recruitment of Samantha Andrews to the dual role of Parish Clerk and Responsible Financial Officer (RFO). To formally resolve to appoint Samantha Andrews to the position of Parish Clerk and RFO, effective from 20th April 2026. Resolved: to formally appoint Samantha Andrews as Parish Clerk and RFO, with the appointment taking effect from 20th April 2026.	

9.3. 9.4.	To authorise the Chair to sign the contract of employment on behalf of the Council. Resolved: to authorise the Chair to sign the contract of employment on behalf of the Parish Council. To authorise the update of the Council's bank mandate and financial systems to grant the new RFO necessary access and signing authority. Resolved: to authorise the update of the Council's bank mandate and all associated financial systems. This includes granting Samantha Andrews the necessary access and signing authority required to fulfill the duties of the RFO role.	
10. 10.1. 10.2 10.3. 10.4.	Parish Council and Committee Reports <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i> Committee Reports: Environment Committee Minutes 09/03/26 The Council received and noted the minutes of the Environment Committee meeting held on 09/03/26. Highways update, from Cllr Philips, following a meeting with Paul Tovey. Cllr Philips provided an update following a meeting with Paul Tovey (Solihull Metropolitan Borough Council). Cllr Philips informed the Council that Paul Tovey has recently retired. The Council noted its thanks for his work and cooperation with the Parish over the years. Discussions were held regarding ongoing traffic calming measures within the Parish to improve road safety. Cllr Philips asked for an update from Cllr Caddick regarding resident concerns over a planned (HMO) at Lundy View. Cllr Caddick advised that there was no further information or update To Note Friends of Smith's Wood Poster. Volunteer led group The Council noted the promotional poster for the Friends of Smith's Wood. It was highlighted that this is a volunteer led group dedicated to the local projects. Review of Public Communications and Social Media Accuracy <i>To discuss the impact of recent public statements regarding the Council's financial position and the Community Gym's performance, and to ensure that information shared with the public aligns with the Council's audited 12 month data.</i>	

	The Clerk presented a Briefing Note regarding the performance of the Community Gym and Wellbeing projects. The report confirmed that the facility has achieved a monthly operating profit for the last 12 months and recorded over 4,200 resident engagements in the activities we provide During the discussion, Cllr Ramsey repeatedly questioned the data. The Clerk and Cllr Lee (Financial Officer) clarified that the figures represented 'Total Footfall/Engagements' in line with industry standards. Despite these technical clarifications, the member indicated a lack of understanding of the metric and continued to challenge the verified accounts. Asked Cllr Ramsey to provide the source for her public claim that community engagement was only '1-2%' of our residents, the member was unable to provide any evidence or a source for this figure. Resolved: that all public statements regarding Council finances and community engagement must be verified against official accounts to ensure public accuracy.	
11.	Private and Confidential: Exclusion of public and press To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960.	
12.	Date of the next meeting AGM & Full council meeting Monday 11/05/26 APM to be confirmed.	
	Meeting Finished 6.55pm	

Signed: _____
Chairman

Date: _____

