



Minutes of the meeting of

Finance and General Purpose Committee

on Monday 7th September 2026 at 5.30pm,

Medium activity roommate Elmwood Place Family hub

37 Burtons Way, Smiths Wood

Council Members: (Chairman) Cllr W Bray, Cllr S Bray, Cllr M Philips, M

Council Members Present(Chairman) Cllr W Bray, Cllr S Bray, ,

In Attendance: Delegated Cllr L Browning

Paula Coyle

Acting Clerk/RFO, to Smiths Wood Parish Council

Minutes

Action

1.	Welcome and Housekeeping	
1.1.	General housekeeping General housekeeping & reminder to turn off/silence mobile phones <i>Before SWPC proceeds to the first item of business on the agenda "All members this meeting will be conducted under SWPC Standing Orders and Code of Conduct".</i>	
2.	To receive and approve apologies. Resolved: Cllr Phillips gave his apologies	
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 Finance Committee Report meeting held on Monday 15th June 2026. (added as an agenda item from the chair)	
5.1.	That the Minutes be accepted and signed as a true record 15/06/2026.	

	Resolved: That the Minutes be accepted and were signed as a true record 12/06/2026.	
	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.	Finance	
6.1.	Finance Report and to receive and approve Bank Statement for June/July and August 2026 Bank Statement and Bank reconciliation, Bank statements and reconciliations have been sent to all councillors. Resolved: That all councillors confirmed Bank statements and reconciliations	
6.2.	AGAR 25/26 Report and Notice of Conclusion. Approved that the AGAR report and notice of conclusion be made available for public viewing. To be published on Notice Board and on Website.	
6.3	Budget Setting meeting to be arrange for late October and is open for all Councillors to attend.	
7.0	Parish Office/Gym Signage Approved for payment (£525 +VAT), Cllr Phillips to agree implementation with SMBC.	

8.	Items for consideration at Full Council Meeting 07/06/2026 Approved items 6.1, 6.2 and 6.3	
9.	Date of the next meeting Monday 7 th December 2026 at 5.30pm at Elmwood Place	
	Meeting Finished 5.50pm	