

Sambourne Parish Council

Annual Meeting

Minutes of the Annual Meeting held on Tuesday 10th May 2022 at 7:30 pm

Present:

Cllr Phil Jones	Vice-Chairman
Cllr Peter Taaffe	
Cllr Nick Moon	
Cllr Neil Edden	SDC (Studley with Sambourne)
Teresa Murphy	Clerk

There were 7 parishioners present.

In the absence of the Chairman, due to covid, it was agreed that Cllr Phil Jones would chair the Annual Meeting

1. Election of Chairman

- Mr Adam Quinney was re-elected as Chairman
- The decision was unanimous
- Proposed by Cllr Phil Jones and seconded by Cllr Peter Taaffe.

2. To accept apologies for absence

Apologies were received and accepted from Cllr Adam Quinney, Cllr David Shaw and Cllr Peter Hencher-Serafin (SDC Studley with Mappleborough Green)

3. Declaration of Interest on Items on the Agenda : None

4. To approve the minutes of the meeting held on 4th May 2021

The minutes were approved and signed by the Vice-Chairman.

5. To receive the Chairman's Declaration of Acceptance of Office

It was agreed that Cllr Quinney will sign the Declaration of Acceptance of Office at the start of the parish council meeting to be held on 12th July 2022.

Action: Clerk

6. Election of Vice-Chairman

- Cllr Phil Jones was elected as Vice-Chairman
- This was proposed by Cllr Taaffe and there was unanimous agreement.

7. To agree cheque signatories and amend the Bank Mandate

The account management submission form was signed by Cllr Jones, Cllr Taaffe and Cllr Moon. The clerk will upload this form to the bank website, which will enable Cllr Moon to become a signatory for the Unity Trust bank.

Action: Clerk

8. To agree to review Council's Standing Orders, Financial Regulations and Risk Assessments

It was agreed that these documents would be reviewed, as Agenda items, at meetings of the parish council in July and September 2022.

Action: Clerk

9. To adopt the Local Government Association Model Code of Conduct 2022

The new Code of Conduct was agreed and signed by the Vice-Chairman. This Code will be displayed on the Parish Council website.

10. To adopt Sambourne Parish Council Health and Safety Policy

There was unanimous agreement to adopt the Health and Safety Policy. This Policy was signed by the Vice-Chairman and will be displayed on the Parish Council website.

11. To review the Clerk's Salary and Contract of Employment

- 1) Cllr Jones reported that the clerk's annual performance review has been carried out.
- 2) A new National Joint Council Local Government Pay Scale came into force in March 2022, with the new rates applicable from 1st April 2021. This new pay scale was formally adopted.
- 3) In line with this Agreement, it was unanimously agreed that the clerk's salary would be raised to the next scale point (SCP 25). This will be effective from 01/04/2022.
- 4) The clerk's Contract of Employment was duly amended and signed by the Vice-Chairman.

The meeting closed at 7:50 pm