

Annual Meeting of Sambourne Parish Council

Minutes of the Annual Meeting held on Tuesday 16th May 2023 at 7:00 pm

Present:

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	
Cllr Nick Moon	
Cllr Rob Clarke	
Cllr Rammy Arafa	
Cllr Neil Edden	SDC (Studley with Sambourne)
Teresa Murphy	Clerk

There were 8 parishioners present.

1. Election of Chairman

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

2. To accept apologies for absence

Apologies were received and accepted from Cllr Justin Kerridge (WCC) and Cllr Peter Hencher-Serafin (SDC Studley with Mappleborough Green)

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

4. To receive all Councillors' Declarations of Acceptance of Office

As it is an election year, all councillors are required to sign a new Declaration of Office. The Declarations were duly signed and the Clerk will retain them on file.

5. To receive the Chairman's Declaration of Office

The Chairman's Declaration of Office was duly signed and will be retained by the Clerk.

6. Election of Vice-Chairman

- Cllr Adam Quinney proposed that Cllr Peter Taaffe be elected as Vice-Chairman
- This was seconded by Cllr Rammy Arafa
- There was unanimous agreement and Cllr Peter Taaffe was duly elected.

7. To agree cheque signatories

- It was agreed at the March 2023 meeting of the parish council that the existing bank signatories and authorisation rights will stay in place until new signatories are agreed.
- It was agreed that, once the Mandate is approved by Unity Bank, Cllr Nick Moon will take over the authorisation of payments.
- In the event of Cllr Moon being unavailable, it was also agreed that Cllr Taaffe would be given authorisation rights.
- A revised bank mandate will be completed by the clerk.

8. To agree to review the Parish Council's Financial Regulations and Standing Orders

It was agreed that these documents would be reviewed, as Agenda items, at meetings of the parish council in July and September 2023.

9. To review the Clerk's salary and Contract of Employment

- 1) The chairman reported that an ongoing review of the clerk's performance has been carried out.
- 2) In line with the Local Government Pay Scales and the National Salary Award dated November 2022, it was unanimously agreed that the clerk's salary would be raised to the next scale point (SCP 26). This will be effective from 01/05/2023.
- 3) The clerk's Contract of Employment was duly amended and signed by the Chairman.

The meeting closed at 7:15 pm

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