

Annual Meeting of Sambourne Parish Council

Minutes of the Annual Meeting held on Tuesday 7th May 2024 at 6:40 pm

Present:

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	
Cllr Nick Moon	
Cllr Rob Clarke	
Cllr Peter Hencher-Serafin	SDC (Studley North)
Teresa Murphy	Clerk

In Attendance:

Manuela Perteguella	Parish Champion
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There were 27 parishioners present.

1. Election of Chairman

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

2. To accept apologies for absence

Apologies were received and accepted from Cllr Justin Kerridge (WCC) and Cllr Neil Edden (SDC Studley North)

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

4. To approve Minutes of the Annual Meeting held on 16th May 2023

The minutes were approved and signed by the chairman.

5. To receive the Chairman's Declarations of Acceptance 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 Nick Moon
- There was unanimous agreement and Cllr Peter Taaffe was duly elected.

7. To approve and sign the Council's

- (i) ***Financial Regulations***
- (ii) ***Standing Orders***

These are the instruments of governance for the parish council and are reviewed annually. They had been reviewed and were duly approved and signed by the chairman.

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

- 1) The chairman reported that a favourable 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 2023, it was unanimously agreed that the clerk's salary would be raised to the next scale point (SCP 27). This will be effective from 01/05/2024.
- 3) The clerk's Contract of Employment was duly amended and signed by the Chairman.

The meeting closed at 6:55 pm

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