

## Annual Meeting of Sambourne Parish Council

Minutes of the Annual Meeting held on Tuesday 13<sup>th</sup> May 2025 at 7:00 pm

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**Present:**

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	
Cllr Rob Clarke	
Cllr Caroline Jackson	
Cllr Neil Edden	SDC (Studley South)
Cllr Luke Cooper	Warwickshire County Council
Teresa Murphy	Clerk

There were 7 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 Clarke and Cllr Jackson

### 2. To accept apologies for absence

Apologies were received and accepted from Peter Hencher-Serafin (Studley North)

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

### 4. To approve Minutes of the Annual Meeting held on 7th May 2024

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 Caroline Jackson
- There was unanimous agreement and Cllr Peter Taaffe was duly elected.

**7. To approve and sign the Council's**

***Financial Regulations***

The clerk reported that the Financial Regulations had been updated to reflect the amendments directed by NALC. After discussion it was unanimously agreed that these Regulations were appropriate for Sambourne Parish Council and were signed by the chairman. The document will now be uploaded to the website and will be reviewed in May 2026.

***Standing Orders***

The clerk reported that the Standing Orders are in the process of being updated, to reflect amendments made by NALC. The document will be finalised and agreed at the meeting to be held on Tuesday 15<sup>th</sup> July 2025.

**Action:** Clerk

**8. Amendments to Unity Bank Mandate**

- i. Amendment to remove Cllr Nick Moon as a signatory on the Unity Bank account
- ii. Amendment to enable Cllr Rob Clarke to authorise payments on the Unity Bank account

These amendments were duly signed. The clerk will now submit them to Unity Bank.

**Action:** Clerk

**9. 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 on 8<sup>th</sup> May 2025.
- 2) In line with the Local Government Services Pay Agreement 2024-25, it was unanimously agreed that the clerk's salary would be raised to the next scale point (SCP 28). This will be effective from 01/05/2025.
- 3) The clerk's Contract of Employment was duly amended and signed by the Chairman.

The meeting closed at 7:10 pm

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