

Annual Meeting of Sambourne Parish Council

Minutes of the Annual Meeting held on Tuesday 12th May 2026 at 7:00 pm

Present:

Cllr Adam Quinney	Chairman
Cllr Rob Clarke	
Cllr Caroline Jackson	
Cllr Mike Bailey	
Cllr Alison Wheway	
Cllr Luke Luke Cooper	Warwickshire County Council
Teresa Murphy	Clerk
Duncan Mathison	Incoming Clerk

There were 3 parishioners present.

1. Election of Chairman

- Mr Adam Quinney was re-elected as Chairman
- Proposed by Cllr Jackson and seconded by Cllr Bailey
- The decision was unanimous

2. To accept apologies for absence

Apologies were received and accepted from Cllr Neil Edden SDC (Studley South) and 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 13th May 2025

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 Mike Bailey be elected as Vice-Chairman
- This was seconded by Cllr Rob Clarke
- There was unanimous agreement and Cllr Mike Bailey was duly elected.

7. To approve the Council's:

Financial Regulations 2026: The clerk reported that the Financial Regulations had been reviewed and agreed by all councillors. The document will be uploaded to the website, with a review date of May 2027.

Standing Orders 2026: The clerk reported that the Standing Orders had been reviewed and agreed by all councillors. The document will be uploaded to the website, with a review date of May 2027.

Action: Clerk

8. To approve and sign the Annual Governance and Accountability Return – 2025-26

The Clerk reported that the accounts for 2025-26 have been finalised and the Annual Governance and Accountability Return 2025/26 Form 2 completed.

- 1) The Certificate of Exemption Certificate for Smaller Authorities was signed by the chairman and will be returned to the external auditors by the clerk.
- 2) The Internal Audit Report 2025/26 has been completed and signed by Eleanor Choudry, the Internal Auditor for Sambourne Parish Council.
- 3) The Annual Governance Statement 2025/26 was reviewed and agreed by a unanimous vote and signed by the chairman.
- 4) The Accounting Statements 2025/26 were approved by a unanimous vote and signed by the chairman

8. Amendments to Unity Bank Mandate

- i. Amendment to add Cllr Alison Wheway as a signatory on the Unity Bank account
- ii. Amendment to add Duncan Mathison as Administrator to view and submit payments on the Unity Bank account

These amendments were duly signed and the clerk will submit them to Unity Bank.

Action: Clerk

The meeting closed at 7:15 pm

Agreed as a true record:

Signed:

Date:

To visit our Parish Council website scan the QR code below:

