

Minutes of the Extraordinary Meeting of Sambourne Parish Council

held in the Parish Room at Sambourne Mission Church on Monday 15th June at 7.00pm

Present: Councillor Rob Clarke (RC), Councillor Caroline Jackson (CJ), Councillor and Chair Adam Quinney (AQ), Councillor Alison Wheway (AW)
Apologies: Councillor and Vice-Chair Mike Bailey (MB)
Parish Clerk: Duncan Mathison (DM)
Local Councillors: None
Public: None

Note abbreviations generally used: South Warwickshire Local Plan (SWLP), Stratford District Council (SDC), Warwickshire County Council (WCC), Parish Council (PC)

1. Welcome and Apologies

The Chair opened the meeting and an apology from MB was accepted.

2. Declarations of Interest

All councillors to declare interests relevant to items on this agenda.

None.

3. Confirmation of Minutes

To confirm minutes of the Ordinary Meeting held on 12th May 2026 and the Annual Meeting held on 12th May 2026.

Both sets of minutes were agreed unanimously to be a true record and copies were signed by the Chair.

4. Banking Arrangments

To approve the following changes and sign forms as necessary:

- *Remove access for Nicholas Moon*
- *Remove access for Teresa Murphy*
- *Set Duncan Mathison as Main Contact and Admin*
- *Add Authorization function to Duncan Mathison*

All changes were approved unanimously. The form for the changes regarding DM was signed. The other changes will be effected by DM once admin status is set.

5. Financial Matters

5.1 *Review all transactions report (published on website) as at 12.06.26.*

5.2 *Review bank account summary (published on website) as at 12.06.26.*

5.3 *Review position vs budget report (published on website) as at 12.06.26*

5.4 *Approve future payments as show in table below. Additional items may be added before or during the meeting and will be shown in the minutes.*

PAYEE	DESCRIPTION	AMOUNT	NOTES
Duncan Mathison / HMRC	Clerk's gross salary for May 2026	£466.80	30 hours @ £15.56. Includes PAYE element to HMRC
HMRC	Employer NI for May 2026	£7.47	15% of salary above £417 in month
Duncan Mathison	Clerk's expenses for May 2026	£63.80	£26.00 homeworking allowance and 84 miles @£0.45
Duncan Mathison / HMRC	Clerk's gross salary for June 2026	£466.80	30 hours @ £15.56. Includes PAYE element to HMRC
HMRC	Employer NI for June 2026	£7.47	15% of salary above £417 in month
Duncan Mathison	Clerk's expenses for June 2026	£40.40	£26.00 homeworking allowance and 32 miles @£0.45

All three reports were reviewed. All six payments in the table above were approved unanimously.

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The Chair closed the meeting at 7.27pm

Confirmed as a true record:

Signed:

Date:

Next Ordinary Meeting is currently set to be held in the Parish Rooms at 7.00pm on Tuesday 14th July 2026.

APPROVED