

TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Mark Dunnett

Vice-Chair: Angela Davidson

Clerk: Kim Burt

52 High Street

Tuddenham IP28 6SA

parishclerk@tuddenham-pc.gov.uk

Contact Parish Duty Mobile 07754576656

<https://tuddenhamstmary.onesuffolk.net>

**AGENDA FOR TUDDENHAM ST MARY PARISH COUNCIL EXTRAORDINARY MEETING TO BE HELD ~~7.30PM~~
ON THURSDAY 22ND MAY 2025 @7.30PM**

TUDDENHAM ST MARY VILLAGE HALL, MEETING ROOM

All Parish Councillors: You are hereby summoned, and members of the press and public you are hereby invited, to attend the Annual Meeting of Tuddenham St Mary Parish Council on Thursday 22nd May, in the Meeting room at the Village Hall, Tuddenham St Mary from 7.30pm to consider the items set out below.

Any person who may have difficulty in accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.

The Council will record this meeting when the public and press are not lawfully excluded. Anyone speaking at the meeting will be deemed to have given consent to being recorded. The recording will be deleted when the minutes for the meeting are signed as a true record.

PLEASE NOTE THERE WILL BE NO PUBLIC FORUM ON THIS OCCASION

1. Chairman

For Elected Chairman to sign and accept the Declaration of Acceptance of Office Tuddenham Parish Council

2. Vice-Chairman

For Elected Vice Chairman to sign and accept Declaration of Acceptance of Office Tuddenham Parish Council

3. Apologies for absence

- a. Councillors to receive any apologies for absence.
- b. Councillors to vote on acceptance to apologies for absence

4. Declarations of Interest and Dispensation considerations

(Members are reminded of their responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Council's Code of Conduct).

- a. To receive any Councillor's Interests in subsequent agenda items.
- b. To consider any Requests for Dispensations.

5. Minutes of previous meeting

Councillors to approve the Minutes of the last meeting held on 24 April 2025.

6. Finance (all supporting papers appended)

1. Bank Reconciliations
2. Budget to actual payments and receipts
3. Reserves
4. Assets
5. Schedule of payments
 - a. To receive and approve the finance report for the year ended 31 March 2025:
 - b. Councillors approve the schedule of payments, and ratify any payments made since last meeting.
 - c. Councillors to note receipts since last meeting.
 - d. Councillors to receive an update on the VAT return for tax year ending 31 March 2025.
 - e. Councillors to review the bank mandate

7. Governance

- a. To adopt revisions of Standing Orders, Code of Conduct, and other policies.
- b. To adopt a Safeguarding policy and arrange for Chairman's signature.
- c. Cadence of Finance Meetings
- d. To agree dates for public inspection of Parish Council accounts.
- e. To review Parish Council subscriptions to external bodies:
 - o Community Action Suffolk

8. Audit Update

To receive an update on progress of the Internal Audit.

9. Asset List

To receive an update to the Asset List.

10. Matters Arising

11. Clerk Employment

12. Any Other Business

13. Chairman to close the Meeting

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Signed: *Kim Burt*

Print Name: Kim Burt

Appointment: Parish Clerk Tuddenham St Mary Parish Council

Dated *17 May 2025*

Once approved by the Chairman and signed by Parish Clerk this Agenda cannot be changed