

TUDDENHAM ST MARY PARISH COUNCIL
Chairman: Mark Dunnett
Vice Chair: Angela Davidson

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MINUTES FOR TUDDENHAM ST MARY PARISH COUNCIL MEETING HELD ON
THURSDAY 22nd May 2025 @ 7PM
TUDDENHAM ST MARY VILLAGE HALL, MEETING ROOM

Attendees

- Parish Clerk: Kim Burt
- Parish Councillors: Mark Dunnett, Angela Davidson, Malcolm Keeble, Jo Keeble, James Phillips

220525/1 – Chairman

Mark Dunnett was unanimously elected at the meeting on 15th May as Chairman and signed and accepted the Declaration of Acceptance of Office for Tuddenham St Mary Parish Council.

220525/2 - Vice-Chairman

Angela Davidson was unanimously elected at the meeting on 15th May as Vice-Chairman and signed and accepted the Declaration of Acceptance of Office for Tuddenham St Mary Parish Council.

220525/3 - Apologies for absence

Cllr Gunnar Staaf

Unanimously accepted

220525/4 - Declarations of Interest and Dispensation considerations

220525/4/1 - No declarations of interest were made.

220525/4/2 - No dispensations were requested.

220525/5 - Minutes of previous meeting

220525/5/1 - The minutes of the meeting held on 24th April 2025 were not accepted by councillors at the Annual Meeting on 15th May 2025. After significant amendments by councillors the minutes were accepted by councillors at this meeting.

Action: Clerk to post signed minutes on the website.

220525/6 - Finance

220525/6/1 – Councillors received and accepted Bank Balances, Budget to Actuals, Reserves, and Asset Reports

220525/6/2 -Schedule of Payments. Approved. Payments since last meeting were ratified, with details shared and seen by councillors.

- **Action:** All payments to be shown with two decimal places.

220525/6/3 - Receipts - No receipts noted other than £40 ICO refund.

220525/6/4 - VAT Return

No VAT return had been made for the tax year ended 31st March 2025.

- **Action:** Clerk to investigate and track VAT and explore free accounting software.
- **Action:** Clerk to add a VAT column to the payments schedule and forecast.

220525/6/5 Bank Mandate

Clerk reported that changes to the bank mandate had still not been enacted.

- **Action:** Clerk to action removal of Rona Burt and to add Cllr James Phillips as a signatory.
- **Action:** Clerk to ensure a paper copy of the mandate is available to view at meetings.

220525/7 - Governance

220525/7/1 - Standing Orders

- **Action:** Clerk to update Standing Orders to make training for new councillors mandatory.

220525/7/2 - Minutes Circulation & Document Control

- **Action:** Clerk to circulate minutes within two weeks of a meeting.
- **Action:** Clerk to circulate financial documents three days in advance of a meeting.
- **Action:** Clerk to create a document management plan and Excel control document for governance and complaints.

220525/7/3 - Policy Review

- **Action:** Clerk to review and update electronic communications, internet banking, and publication scheme policies.

220525/7/4 - Code of Conduct

- **Action:** Cllr Phillips to circulate the Code of Conduct link to all councillors.

220525/7/5 - Safeguarding Policy

Not yet adopted; amendments needed.

- **Action:** Clerk to revise the Safeguarding Policy for future adoption and signature.

220525/7/6 - Safeguarding Officer

- **Action:** Clerk to confirm acceptance of Safeguarding Officer role.

220525/7/7 - Finance Meeting Cadence

Set for January (budget), April (year-end), July, and October each year.

Meeting agendas to be published but no public forum.

Action: Clerk committed to produce the February Finance Committee Meeting minutes by close of business on 27th May.

220525/7/8 - Public Inspection of Accounts
Review and agree after audit.

220525/7/9 - Subscriptions

- **Action:** Clerk to investigate Community Action Suffolk membership benefits and report back.

220525/8 - Audit Update

220525/8/1 – Urgent Internal Audit Update

Re-arranged audit dates agreed with SALC & External Auditor. Audit now to begin week commencing 23rd June with submission deadline 22nd June.

SALC Audit Checklist reviewed with Clerk: 32 of 37 actions remain outstanding.

Motion: To engage Alan Melton for support with audit submission.

Proposed: Chairman Cllr Mark Dunnett

Seconded: Vice Chair Cllr Davidson

Resolved: Unanimous

Action: Clerk to liaise with Alan Melton for audit support.

220525/9 - Asset List

220525/9/1 - Asset list update required.

- **Action:** Clerk to update the asset list.

220525/10 - Matters Arising

220525/10/1 - No issues or actions arising from previous meetings were discussed.

220525/11 - Clerk Employment

220525/11/1 - Clerk's hours to revert to 8 per week.

The uplift to 15hr per week was a temporary measure (Minute 200325/36) to ensure that the Clerk was fully prepared for the AGM and the original Internal Audit submission date, both of which have now passed.

Agreed unanimously

220525/11/2 - Performance Review

- **Action:** Staffing committee to schedule and conduct Clerk's performance review. Staffing committee to comprise Cllr Angela Davidson (Chair), Cllr Mark Dunnett and Cllr James Phillips.

220525/12 - Any Other Business

220525/12/1 – No other business was raised.

Meeting closed at 22:13

Minutes prepared by: James Phillips

Date: 15/06/2025

Signed:

A handwritten signature in black ink, appearing to read 'M. Dunnett', written in a cursive style.

Print Name: Mark Dunnett
Appointment: Chairman
Dated: 24 June 2025