

TUDDENHAM ST MARY PARISH COUNCIL
Chairman: Mark Dunnett
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**MINUTES FOR TUDDENHAM ST MARY PARISH COUNCIL
EXTRAORDINARY MEETING HELD ON
THURSDAY 9th JUNE 2025 @ 7PM
IN TUDDENHAM ST MARY VILLAGE HALL, MEETING ROOM**

Attendees

- Parish Councillors: Mark Dunnett, Angela Davidson, Gunnar Staaf, Malcolm Keeble, Jo Keeble, James Phillips
- Not In attendance: Kim Burt - Parish Clerk

Cllr Davidson acted as minute taker.

090625/1 - Apologies for Absence

Apologies not received from the Clerk.

090625/2 - Declarations of Interest and Dispensation Considerations

None received.

090625/3 - Review Draft Minutes of Previous Meetings

a) Annual Parish Meeting on 15th May 2025

Motion: to accept the draft minutes.

Proposed: Cllr Staaf

Seconded: Cllr Dunnett

RESOLVED

b) Annual Parish Council Meeting on 15th May 2025

MOTION: to accept the draft minutes.

Proposed: Cllr Staaf

Seconded: Cllr Dunnett

RESOLVED

c) Extraordinary General Meeting on 22nd May 2025

Draft minutes had not been produced.

Action: Cllr Phillips to produce and circulate for review

090625/4 - Matters Arising

The minutes of the Finance Meeting of 20th February 2025 had not been circulated.

Action: Cllr Staaf to produce

090625/5 - Finance

a) Bank Mandate

CLlr Davidson has obtained the required forms from Lloyds if changes cannot be made online.

Action: Cllrs Dunnett and Davidson to check log in details to pay and make changes

Action: Cllr Staaf to check permissions

Action: Add a new full authority if a current Cllr does not have appropriate permissions

Action: Forms to be completed to remove Rona Burt, Claire Unwin, Tina Newell and add James Phillips if cannot be done online

Action: Check mandate to ensure no other names need to be removed

b) Annual Financial Report

The report comprises several documents;

- Budget vs Actual and balances
- Receipts and Income
- Reconciliations
- AGAR Forms

090625/6 - Governance

a) Website Update

To be updated before Audit submission deadline of 22nd June 2025 and documents archived as required.

Action: Clerk to provide login details

Action: Cllr J Keeble to audit website content and update

b) Audit

AGAR Forms 2 and 3 to be filled in.

Action: Cllr Dunnett to fill in forms

Certificate of Exemption to be published on the website.

Action: Clerk to provide Certificate

Standing Orders had been circulated for review.

Action: Chair to update and circulate

Complaints Procedure had been circulated for review.

Action: Chair to update and circulate inc NALC best practice.

No changes to Financial Regulations required.

No changes to Code of Conduct required.

Action: Chair to create list of documents to be adopted at the 19th June 2025 meeting.

090625/7 – Asset List Update

Asset List noted to have missing values eg Outdoor Gym equipment acquired July 22

Action: Cllr Staaf to check for payments for any items purchased

Check insurance cover is adequate for value of assets

Action: Clerk to provide copy of insurance

090625/8 - Clerk Employment

During the meeting, Council was advised of the resignation of the Clerk by email timed 1850 on 9th June 2025.

Action: Exit meeting to be arranged to discuss details.

Councillors resolved to enquire of Alan Melton whether he would be willing to act as temporary Locum clerk (PO/RFO) to Tuddenham St Mary Parish Council following the resignation of Kim Burt.

Actions:

1. Chairman to contact Alan Melton to advise of the resignation of our Clerk, Kim Burt
2. Chairman to ask Alan Melton if he would be willing to take on the role of temporary locum clerk (PO/RFO)

090625/9 - End of Meeting

Chairman closed the meeting @ 20.51 hrs.

Signed:



Print Name: Mark Dunnett

Appointment: Chairman

Dated: 20 June 2025