# Minutes of the Extraordinary Parish Council meeting held on Tuesday 23rd June 2020 at 7.30pm via remote meeting platform.

Present: Cllrs Stapleton (Chairman), Baxter (Treasurer), and Williams. Clerk and 1 member of the public.

## 1.0 Chairman’s Opening Remarks

The Chairman welcomed all to the meeting.

**The Common –** A resident’s notification of excessive visitors/parking at the Common was raised; discussion took place and it was agreed that no further action was required at present. **Cheques –** the Chairman confirmed that all outstanding cheques had been dispatched to recipients.

## 2.0 Public Session

No comments.

## 3.0 Finance

**3.1. To receive and consider the Internal Auditor’s Report**

Previously circulated. Cllr Baxter summarised the context of the Auditor’s findings. Financial Risk Assessment – the auditor highlighted the need to adopt a Risk Assessment Policy. A draft policy has been drafted for the Clerk to circulate. Cllr Baxter **PROPOSED** this is placed on the Agenda for consideration and adoption at the July 14th meeting; Cllr Stapleton **SECONDED**. All **AGREED**. Other than this, the Auditor was satisfied all other requirements were being met.

* 1. **To complete and agree the Annual Governance and Accountability Return (AGAR) and arrangements posting the notices re the Public’s right to inspect the accounts** The Treasurer confirmed that the AGAR had been completed in readiness for the deadline and reaffirmed the Council’s Exemption status. Copies of the Report have been circulated. The Annual Governance Statement for 2019/20 was read aloud by the Treasurer and Cllrs unanimously **AGREED** all statements. The Treasurer **PROPOSED** the AGAR return be accepted in its current form and that the statutory notices be published for the requisite 30-day period beginning on 30th June 2020 and ending on 11th August 2020. This was **SECONDED** by Cllr Williams and unanimously **AGREED**. The AGAR will be signed by the Chairman and the Clerk as appropriate outside of the virtual meeting.

## To review and consider the permanent appointment of the Clerk and agree contractual hours

After the resignation of long-serving Clerk, Mrs Baldwin, Mrs Turner has been engaged on a locum-basis since the beginning of April. The appointment of Mrs Turner as permanent Clerk was discussed. It was **PROPOSED** by the Treasurer that Mrs Turner be appointed to the role on the same contractual basis as the previous Clerk with the amendment that she work a flexible working week based around requirements, submitting a monthly timesheet to the Treasurer and Chairman for agreement. This was **SECONDED** by the Chairman and **AGREED** unanimously. Treasurer to issue Contract as agreed.

Cllr Williams left the meeting at 20.08hr.

**4.0 To reconsider proposals for provision of a Flag for St Mary’s Church Tower and a Flag Pole** The Chairman reported that he had approached Mrs Baldwin and confirmed she had agreed to make a flag from the winning design. Discussions about organising a competition open to Tuddenham children to design the flag took place; a provisional closing date of the end of August was suggested. It was recommended that either an Amazon or iTunes Voucher be offered as a prize to the value of £25. Possibility of publicising this event via the local village Facebook group was also discussed. It was **AGREED** that the Chairman would consult further on these matters and report back at the July meeting for Cllrs to agree the exact terms on this date.

## 5.0 To confirm the date and time of the next Parish Council Meeting as Tuesday 14th July 2020 at 7.30pm via Remote Meeting Facility, ‘Zoom’

**NOTED**

The meeting closed at 8.30pm with no further matters arising.