



# Needham Market Town Council

Needham Market town Council Office, Community Centre, School Street, Needham Market, Suffolk IP6 8BB  
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<https://www.needhammarket-tc.gov.uk/>

Clerk: Shannon Smith

Deputy Clerk: Georgina de Cova

**You are hereby summoned** to a Meeting of the **Governance and Finance Committee** of **Needham Market Town Council** which will be held on **Tuesday 3<sup>rd</sup> June 2025** at **7PM** in the **Green Room at Needham Market Community Centre**, to consider the items on the agenda below.

Georgina de Cova

Deputy Town Clerk

## AGENDA

1. To receive and approve Apologies of Absence
2. To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members
3. To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests
4. To receive and confirm the Minutes of the Governance and Finance Committee meeting held on Tuesday 6<sup>th</sup> May 2025
5. Questions from Members of the Public
6. To elect a Deputy Chairperson of the Governance and Finance Committee
7. To receive a verbal report from the Town Clerk
8. To receive a report from the Responsible Finance Officer
9. To consider requests for Grants/Donations for 2025/26
  - a. Needham Market Community Centre
  - b. Needham Market in Bloom



10. Update on Governance and Finance Arrangements

- a. To monitor the Council's approved Budget **2025/26** against actual expenditure
- b. Review of the Council's Financial Management Procedures
- c. Review of Council's Community Infrastructure Levy priorities and expenditure
- d. Review of Council's policies
- e. Review of the Council's Risk Assessment
- f. Review of the Councils Investment Strategy

11. To consider for recommendation the adoption of Model Financial Regulations 2025

12. To consider matters raised in the Councils Internal Audit Report 24/25

13. To scrutinise any matters referred from, or to, The Council's Community and Assets Committee and/or Planning Committee

14. To discuss the Neighbourhood Plan Review

15. To receive a report relating to Newsletter costings 2024/25

16. To receive a report from the Newsletter Working Group.

17. To confirm the Date, Time and Location of the next Governance and Finance Committee Meeting.

**Members of the Public are welcome to attend the meeting.**

