



# Needham Market Town Council

Needham Market town Council Office, Community Centre, School Street, Needham Market, Suffolk IP6 8BB  
01449 722246

<https://www.needhammarket-tc.gov.uk/>  
Assistant 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 2<sup>nd</sup> September 2025 at 7PM** in the **Green Room at Needham Market Community Centre**, to consider the items on the agenda below.

Georgina de Cova

Assistant 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 **22<sup>nd</sup> July 2025**
5. To discuss matters arising from previous meetings minutes
6. To receive questions from any members of the public present  
*An opportunity to enable members of the press and public present to comment.*

*Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman.*

7. To receive a report from the Town Clerk





# Needham Market Town Council

Needham Market town Council Office, Community Centre, School Street, Needham Market, Suffolk IP6 8BB  
01449 722246

<https://www.needhammarket-tc.gov.uk/>  
Assistant Clerk: Georgina de Cova

8. To receive a report from the Responsible Financial Officer
9. To consider Grants/Donations for 2025/26
  - a. Needham Market Bowls Club
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 Council's Reserves Position
  - g. Review of the Councils Investment Strategy
11. To consider matters raised in the Councils Internal Audit Report 24/25
12. To consider a new IT and electronic communication policy for recommendation to Town Council
13. To receive an update on the Register of Interests for Councillors
14. To scrutinise any matters referred from, or to, The Council's Community and Assets Committee and/or Planning Committee
15. To receive an update on The Community Centre Upgrade Plan
16. To receive a report from the Newsletter Working Group.
17. Matters to be raised by members

*This is an opportunity for members to raise any matters for consideration for future committee meetings. Please note this is not an opportunity for discussion or debate*
18. Exclusion of the Press and Public





# Needham Market Town Council

Needham Market town Council Office, Community Centre, School Street, Needham Market, Suffolk IP6 8BB

01449 722246

<https://www.needhammarket-tc.gov.uk/>

Assistant Clerk: Georgina de Cova

***At this point, the Chair will move the following resolution:***

***“Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d) the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted”***

19. To receive an update from the Employment Committee
20. To receive an update on the Newsletter Review
21. 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.**

