



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/>
Town Clerk/RFO: Georgina de Cova
Assistant Clerk: Jessica Green

Governance and Finance Committee Meeting Minutes

Tuesday 4th November 2025

Held at: The Green Room, Community Centre, School Street, Needham Market. Meeting started at 19:00

Councillors Present:

C Goodchild (Chair), M Ost, M O'Shea, E Smith, G Sinnerton, K Hunter, J Reardon, R Darnell and A Reardon

Also in Attendance:

G de Cova (Town Clerk and RFO) and 3 members of the public

GF/25/046 Apologies for Absence

Cllr T Cooke – illness

Cllr A Reardon proposed we accept the apologies. Seconded by Cllr J Reardon. All in Favour

It was **Resolved** to accept the Apologies for Absence

GF/25/047 To receive declarations of interest from members relating to items on this agenda

No interests were declared

GF/25/048 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

As no interests were declared, no dispensations were needed.

GF/25/049 To receive and confirm the Minutes of the Town Council Meeting held on Tuesday 2nd September 2025

Councillors received the previous minutes for review ahead of the meeting. Cllr A Reardon proposed to confirm the minutes of the previous meeting. Seconded by G Sinnerton. Majority in Favour.

It was **Resolved** to confirm the minutes of the meeting held on Tuesday 2nd September.

GF/25/050 To discuss matters arising from previous meetings minutes

Councillors discussed the actions from the previous meeting. All were either in progress or resolved.



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GF/25/051 To receive questions from any members of the public present

Two of the members of the public chose to speak. The first gave an update from the Allotment Holders Association and the agreement made with Needham Market Football Club. Councillors agreed that this was a positive update. The second member of the public introduced herself as the point of contact for the Open Gardens event, which has a date of June 7th, 2026.

At this time, two of the members of the public left, and one remained for the rest of the meeting.

GF/25/052 To receive a report from the Town Clerk/RFO

Councillors were given an update on works happening in the office. They were informed of the Street Caretakers and their plans. Councillors were also informed that in future; to assist with minute taking, the Clerk would be recording meetings.

GF/25/053 To consider for recommendation to Full Council, updated Standing Orders

Councillors had been sent a copy of draft Standing Orders, based on the NALC template released in 2025. The Chair confirmed that only two sections had amendments made to them on the NALC template. Cllr J Reardon proposed we accept the new Standing Orders for 2025, to be taken to Town Council for formal adoption. Seconded by Cllr Sinnerton. All in Favour

It was **Resolved** to take the Standing Orders to Town Council for formal adoption

AP: Clerk to ensure it is on the Town Council Agenda for 11th November 2025

GF/25/054 To review an initial draft of the 2026/2027 Council Budget

Councillors had been sent a rough draft of the 2026/27 Budget as a starting point for review and discussion. They were informed that Indicative Tax Base information would be sent in Mid November to the Clerk from District Council, which would help the Council decide on the Precept for 2026/27

GF/25/055 To discuss items for inclusion in the 2026/2027 Council Budget

Cllr A Reardon will discuss the Climate Awareness budget line with the Climate Action Group at their next meeting. She will report back with what they believe is the most appropriate course of action for this budget line.

GF/25/056 Update on Governance and Finance Arrangements

GF/25/056/a To monitor the Council's approved Budget 2025/26 against actual expenditure

Councillors had information that included all monies spent and received up until 30th September 2025. They will be sent updated information once October has been inputted onto the monitoring spreadsheet.



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GF/25/056/b Review of the Council's Financial Management Procedures

It was agreed at this time, nothing was needed to be reviewed.

GF/25/056/c Review of Council's Community Infrastructure Levy priorities and expenditure

Cllr Smith shared information which had been sent prior to the meeting. Councillors briefly reviewed the list and agreed that the prioritisation should be discussed in depth at the next Community and Assets meeting.

GF/25/056/d Review of Council's policies

It was confirmed that members of staff in the office would start the policy review process.

GF/25/056/e Review of the Council's Risk Assessment

The Council's Risk Assessment was agreed to be an ongoing document to be updated as and when needed.

GF/25/056/f Review of the Council's Reserves Position

The Clerk confirmed a rough figure of what was held in reserves currently. It was noted that the figure was higher than the Council would like without having any earmarked.

AP: Earmarking of reserves to be added to the next Governance and Finance Agenda.

GF/25/056/g Review of the Council's Investment Strategy

The Council were informed that an Investment Policy would need to be written to maintain compliance with relevant regulatory requirements

GF/25/057 To consider matters raised in the Council's Internal Audit Report 24/25

It was confirmed that items highlighted in the Internal Audit Report were progressing well, and the Clerk will be able to progress these further once new Staff are more settled in post.

GF/25/058 To consider an IT policy for recommendation to Town Council

Councillors were provided with a draft IT and Electronic Communications policy ahead of the meeting. Councillors were made aware of the amendments made since last meeting. Cllr A Reardon proposed that it be taken to Full Town Council for formal Adoption. Seconded by Cllr Ost. All in Favour.

It was **Resolved** to recommend the IT and Electronic Communications Policy to Full Town Council for formal adoption

GF/25/059 To receive an update on the Register of Interests for Councillors

The Clerk informed Councillors that this was being progressed. It was mentioned that information sent to the District Council had not yet been updated on their system.



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GF/25/060 To scrutinise any matters referred from, or to, The Council's Community and Assets Committee and/or Planning Committee

Cllr Ost informed members present of a meeting to be held with a consultant regarding the Neighbourhood Plan Development Review.

GF/25/061 Matters to be raised by members

No matters were raised, that were not already covered in items previous to this on the Agenda or in the Minutes

GF/25/062 To confirm the Date, Time and Location of the next Governance and Finance Committee Meeting

The next scheduled meeting is on Tuesday, 2nd December 2025 at 7PM in the Green Room of Needham Market Community Centre.

Meeting closed at 20:12