



# 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

**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> February 2026 at 7PM in the Green Room at Needham Market Community Centre, to consider the items on the agenda below.**

Georgina de Cova

Town Clerk/RFO

## 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 **2<sup>nd</sup> December 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/RFO
8. To discuss and agree working towards SLCC Civility and Respect Pledge





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## 9. 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

10. To receive and discuss draft Terms of Reference for Committees

11. To receive an update on Committees with Delegated Authority

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

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. 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***

16. 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.**

