



# 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/>

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 22<sup>nd</sup> July 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 **10<sup>th</sup> June 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





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8. To receive a report from the Responsible Financial Officer
9. To consider Grants/Donations for 2025/26
  - a. Friends of the Library
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 discuss the Town Councils Committee Terms of Reference
13. To consider a new Co-Option Policy for recommendation to Town Council
14. To receive a report on the Register of Interests for Councillors
15. To discuss training needs for Councillors
16. To scrutinise any matters referred from, or to, The Council's Community and Assets Committee and/or Planning Committee
17. To discuss the Neighbourhood Plan Review
18. To receive an update on The Community Centre Upgrade Plan
19. To receive a report from the Newsletter Working Group.
20. 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*





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## 21. Exclusion of the Press and Public

***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”***

22. To receive an update from the Employment Committee

23. To receive and update on the Newsletter Review

24. 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.**

