



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 2nd June 2026

Held at: The Green Room, Community Centre, School Street, Needham Market.

Meeting started at 19:00

Councillors Present:

J Reardon(Chair), K Hunter, C Goodchild, G Blake, S Clennell and I Mason

Also in Attendance:

G de Cova (Town Clerk and RFO)

GF/26/001 Apologies for Absence

Apologies had been received from Cllrs Cooke (prior commitment) and Smith (prior commitment)

Cllr Goodchild proposed that apologies be accepted. Seconded by Cllr Blake. All in favour.

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

Cllr Chandler had not sent apologies.

GF/26/002 To receive declarations of interest from members relating to items on this agenda

No interests were declared

GF/26/003 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

As no interests were declared, no dispensations were needed.

GF/26/004 To receive and confirm the Minutes of the Governance and Finance Meeting held on Tuesday 14th April 2026

Councillors received the previous minutes for review ahead of the meeting. Cllr Hunter proposed to confirm the minutes of the previous meeting. Seconded by Cllr Mason. All in favour



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It was **Resolved** to confirm the minutes of the meeting held on Tuesday 14th April

GF/26/005 To discuss matters arising from previous meetings minutes

Any matters arising were to be discussed under the relevant agenda items within this meeting.

GF/26/006 To receive questions from any members of the public present

No members of the public were present

GF/26/007 To receive a report from the Town Clerk/RFO

Councillors received a report from the Town Clerk. She confirmed that the audit had been completed and would be discussed later in the meeting. It was also confirmed that quotations for works to Barretts Lane Toilets were ready to be presented to Full Town Council at the next meeting.

GF/26/008 To receive and confirm the Committees Terms of Reference

Councillors reviewed the Terms of Reference. Minor formatting amendments were noted, with no substantive changes required. It was agreed that the revised Terms of Reference be adopted.

Proposed by Cllr Blake, seconded by Cllr Mason. All in Favour.

GF/26/009 To receive an update on the AGAR 2025/26

The Clerk confirmed that all audit paperwork had been returned, and the Annual Governance Statement would be signed at the June Town Council Meeting. After this information would be sent to the External Auditor

GF/26/010 Update on Governance and Finance Arrangements

GF/26/010/a To monitor the Council's approved Budget 2026/27 against actual expenditure

Councillors reviewed the income and expenditure for 2026/27 so far. It was noted that there had been no grants/donations paid out as of yet, and recommended that the Clerk email local organisations to let them know that the Council was accepting requests for the new year.

GF/26/010/b Review of the Council's Financial Management Procedures

It was agreed that no amendments needed to be made to the Financial Management Procedures.



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GF/26/010/c Review of Council's Community Infrastructure Levy priorities and expenditure

The CIL priorities list had been reviewed. It was noted that there was no expenditure to date, however Councillors were aware that works would be starting soon on projects that would be considered CIL expenditure.

GF/26/010/d Review of Council's policies

No policies were reviewed at this meeting

GF/26/010/e Review of the Council's Risk Assessment

The Risk Assessment document was reviewed and adopted at the Annual Town Council Meeting in May. Councillors requested that it be included in each agenda pack for this Committee for ongoing reviews.

GF/26/010/f Review of the Council's Reserves Position

The Clerk updated Councillors on the Council's reserves position. Members noted the current level of reserves, including sums earmarked for specific purposes, and that a further transfer of funds from the current account to reserves would be undertaken.

GF/26/010/g Review of the Council's Investment Strategy

It was noted that an Investment Policy would be taken to Full Town Council the following week for consideration.

GF/26/011 To receive the Internal Audit report for 2025/26

Councillors had been sent the Internal Audit report prior to the meeting. Councillors congratulated staff on a successful audit.

GF/26/012 To consider matters raised in the Council's Internal Audit Report 25/26

The Councillors reviewed the Internal Audit Report summary of actions. The Clerk confirmed that actions listed are all straightforward and can be easily resolved.

GF/26/013 To receive an update on the Register of Interests for Councillors

Members were reminded that it is their responsibility to ensure that their Register of Interests is up to date. The Clerk will confirm the process for updating entries to individual Councillors as required.



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GF/26/014 To scrutinise any matters referred from, or to, The Council's Community and Assets Committee and/or Planning Committee

No matters were referred to this committee

GF/26/015 Matters to be raised by members

No matters were raised

GF/26/016 To confirm the Date, Time and Location of the next Governance and Finance Committee Meeting

The next scheduled meeting is on Tuesday, 4th August 2026 at 7PM in the Green Room of Needham Market Community Centre.

Meeting closed at 19:36

Chair.....

Date.....