



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

Needham Market Annual Town Council Meeting Minutes

Tuesday 5th May 2026

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

Councillors Present:

J Reardon, C Goodchild, A Harrison, L Chandler, T Cooke, I Mason, K Hunter, G Blake, S Clennell, R Darnell and E Smith

Also in Attendance:

G de Cova (Town Clerk and RFO) and District Councillors T Lawrence and R Piper

In accordance with Standing Orders 5e and 5f, as well as the Local Government Act 1972 s.15(2) and s.15(4), Cllr Reardon took the Chair at the commencement of the meeting as the outgoing Chair.

NMTC/26/001 To elect the Town Mayor/Chairperson of Council for 2026/2027

Cllr Mason proposed that Cllr Goodchild become Chairperson/Mayor. Seconded by Cllr Cooke. All in Favour

It was **Resolved** to elect Cllr Goodchild as the Town Mayor and Chairperson for the Town Council

NMTC/26/002 To witness the Town Mayor/Chairperson's Declaration of Acceptance of Office

The Declaration of Acceptance of Office was signed by Cllr Goodchild, and witnessed by the Clerk

NMTC/26/003 To receive Councillors' Apologies for Absence

No apologies were received.

NMTC/26/004 To elect the Deputy Town Mayor/Deputy Chairperson of Council for 2026/2027

Cllr Chandler proposed that Cllr Cooke become Deputy Mayor/Chairperson. Seconded by Cllr Smith. All in favour.



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It was **Resolved** to elect Cllr Cooke as Deputy Mayor/Chairperson for the Town Council

NMTC/26/005 To witness the Deputy Town Mayor/Deputy Chairperson's Declaration of Acceptance of Office

The Declaration of Acceptance of Office was signed by Cllr Cooke, and witnessed by the Clerk

NMTC/26/006 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 7th April 2026

Minutes from the previous meeting had been circulated to all councillors ahead of this meeting. Cllr Hunter proposed the minutes be confirmed. Seconded by Cllr Cooke. All in favour.

It was **Resolved** to confirm the minutes of 7th April 2026 as an accurate record.

NMTC/26/007 To receive Councillors' Declarations of Interest for matters on the agenda

Cllr Reardon declared an interest in Item 25.a.i (Accounts for Payment and Confirmation).

NMTC/26/008 To receive reports, if any, from the County Councillor and District Councillors

A report from the District Councillors was circulated ahead of the meeting. It was confirmed that the Locality Award process was going to recommence on 11th May. It was also confirmed that the calendar for dates for the new bin collections would be sent to residents in the coming weeks.

NMTC/26/009 To receive questions from any members of the public present

No members of the public were present

NMTC/26/010 To appoint Chairpersons for the Council's Committees for 2026/2027

NMTC/26/010/a Community and Assets Committee

Cllr Smith proposed that Cllr Cooke be Chair of the Community and Assets Committee. Seconded by Cllr Hunter. All in favour

It was **Resolved** to appoint Cllr Cooke as the Chairperson for the Community and Assets Committee

NMTC/26/010/b Employment Committee

Cllr Cooke proposed that Cllr Blake be Chair of the Employment Committee. Seconded by Cllr Reardon. All in favour



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It was **Resolved** to appoint Cllr Blake as the Chairperson for the Employment Committee

NMTC/26/010/c Governance and Finance Committee

Cllr Cooke proposed that Cllr Reardon be Chair of the Governance and Finance Committee. Seconded by Cllr Blake. All in favour

It was **Resolved** to appoint Cllr Reardon as the Chairperson for the Employment Committee

NMTC/26/010/d Planning Committee

Cllr Mason proposed that Cllr Hunter be Chair of the Planning Committee. Seconded by Cllr Darnell. All in favour

It was **Resolved** to appoint Cllr Hunter as the Chairperson for the Planning Committee

NMTC/26/011 To agree members of the Community and Assets Committee for 2026/2027

A report had been circulated prior to the meeting that detailed Councillor preferences for committees. Named members on the report for Community and Assets were as follows: Cllrs Clennell, Cooke, Goodchild, Harrison, Hunter, Reardon and Smith.

Cllr Reardon proposed that those members be the named members of the Committee. Seconded by Cllr Smith. All in favour

It was **Resolved** to appoint Cllrs Clennell, Cooke, Goodchild, Harrison, Hunter, Reardon and Smith as named members of the Community and Assets Committee

NMTC/26/012 To agree members of the Employment Committee for 2026/2027

A report had been circulated prior to the meeting that detailed Councillor preferences for committees. Named members on the report for Employment Committee were as follows: Cllrs Blake, Cooke and Reardon. Cllrs Goodchild and Smith also expressed an interest in sitting on the Employment Committee.

Cllr Blake proposed that those members be the named members of the Committee. Seconded by Cllr Hunter. All in favour

It was **Resolved** to appoint Cllrs Blake, Cooke, Goodchild, Reardon and Smith as named members of the Employment Committee



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NMTC/26/013 To agree members of the Governance and Finance Committee for 2026/2027

A report had been circulated prior to the meeting that detailed Councillor preferences for committees. Named members on the report for Governance and Finance Committee were as follows: Cllrs Blake, Cooke, Chandler, Clennell, Goodchild, Hunter, Mason, Reardon and Smith.

Cllr Hunter proposed that those members be the named members of the Committee. Seconded by Cllr Cooke. All in favour

It was **Resolved** to appoint Cllrs Blake, Cooke, Chandler, Clennell, Goodchild, Hunter, Mason, Reardon and Smith as named members of the Governance and Finance Committee

NMTC/26/014 To agree members of the Planning Committee for 2026/2027

A report had been circulated prior to the meeting that detailed Councillor preferences for committees. Named members on the report for Planning Committee were as follows: Cllrs Darnell, Harrison, Hunter, Mason and Smith.

Cllr Mason proposed that those members be the named members of the Committee. Seconded by Cllr Reardon. All in favour

It was **Resolved** to appoint Cllrs Darnell, Harrison, Hunter, Mason and Smith as named members of the Planning Committee

NMTC/26/015 To appoint SALC representatives for 2026/2027

Cllr Cooke confirmed to members that she sat on the SALC Board. Cllr Mason proposed that Cllr Cooke be named representative for SALC. Seconded by Cllr Smith. All in favour

It was **Resolved** to appoint Cllr Cooke as the named SALC representative for the 2026/2027 year

NMTC/26/016 To confirm the appointment of the Internal Auditor

The Clerk confirmed that this would be for the Audit Year 2026/27. Cllr Hunter proposed that SALC remain Internal Auditor for this year. Seconded by Cllr Mason. All in favour.

It was **Resolved** to appoint SALC as the internal auditor for the 2026/27 year

NMTC/26/017 To appoint representatives to the Community Centre Management Committee for 2026/2027

Cllrs Reardon and Smith confirmed that they were happy to take on the roles of representatives. Cllr Mason proposed that they be the named representatives. Seconded by Cllr Cooke. All in favour



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It was **Resolved** to appoint Cllrs Reardon and Smith as Community Centre Management Committee representatives for 2026/27

NMTC/26/018 To appoint a representative to liaise with Needham Market Neighbourhood Watch for 2026/2027

Cllr Blake confirmed this was a role she was happy to undertake. Cllr Smith proposed that Cllr Blake be named representative. Seconded by Cllr Mason. All in favour

It was **Resolved** to appoint Cllr Blake as the named Needham Market Neighbourhood Watch representative for the 2026/2027 year

NMTC/26/019 To appoint Emergency Contacts for 2026/2027

Cllrs Reardon and Hunter confirmed they were happy to be listed as Emergency Contacts for this year. Cllr Smith proposed that they be named Emergency Contacts. Seconded by Cllr Blake. All in favour

It was **Resolved** to appoint Cllrs Hunter and Reardon as Emergency Contacts for 2026/27

NMTC/26/020 To appoint members to the Civic Events Management Group 2026/2027

Cllr Hunter proposed that this be deferred until the Community and Assets Committee meeting. Seconded by Cllr Smith. All in favour

It was **Resolved** to defer this item until the Community and Assets Committee meeting

NMTC/26/021 To confirm arrangements for Council's insurance cover for all insurable risks

It was noted that the Clerk had had a meeting with the Insurance Brokers, and pre-renewal information would be presented to Council in June for approval

NMTC/26/022 To review Council's subscriptions to other bodies

The Clerk confirmed that the following subscriptions were held: SALC, MARPA, ICO SLHC and River Gipping Trust. Cllr Mason proposed that those subscriptions were continued. Seconded by Cllr Reardon. All in favour

It was **Resolved** to continue the subscriptions for this year

NMTC/26/023 To determine the time and place of Council and Council Committee Meetings up to and including the next annual meeting of the Council.

Cllr Goodchild informed members that next year was an election year. After a discussion, it was agreed to move the date of the Planning Meeting from 11th May 2027 to 18th May 2027. It was also agreed to move the Annual Town Council Meeting date from 11th May 2027 to 18th May 2027. Cllr Hunter that these changes be formally agreed. Seconded by Cllr Mason. All in favour.



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It was **Resolved** to change the dates for the Planning Committee and Annual Town Council Meeting to 18th May 2027

NMTC/26/024 To receive a report from the Town Clerk

The Clerk reminded Councillors that the Internal Audit was booked for week commencing 11th May. It was also confirmed that there were still 4 vacancies for Co-option. It was noted that the meeting date for the Annual Town Meeting would be Monday 18th May.

NMTC/26/025 Committees:

NMTC/26/025/a Governance and Finance Committee

NMTC/26/025/a/i Accounts for Payment and Confirmation

The list of Accounts for Payment and Confirmation had been distributed ahead of the meeting. Cllr Hunter proposed that they be approved. Seconded by Cllr Smith All in favour

It was **Resolved** to approve the Accounts for Payment and Confirmation

At this point, District Councillors Lawrence and Piper left the meeting

NMTC/26/025/a/ii To adopt the accounts for the year ending 31st March 2026

The end of year accounts information was circulated to all Councillors ahead of the meeting. Cllr Mason proposed that they be adopted. Seconded by Cllr Reardon. All in favour

It was **Resolved** to adopt the accounts for the year ending 31st March 2026

NMTC/26/025/a/iii Confirmation and signing of the Annual Governance Statement (Section 1) for year ending 31st March 2026.

Best practice is to sign the Annual Governance Statement after the Internal Audit is completed. As this had not been done prior to this meeting, it was agreed to defer this until the June 2026 Town Council Meeting.

NMTC/26/025/a/iv Confirmation and signing of the Annual Accounting Statements (Section 2) for Year Ending 31st March 2026.

The figures for the Annual Accounting Statement had been circulated to all Councillors prior to the meeting. Cllr Hunter proposed that they be confirmed and signed as accurate. Seconded by Cllr Mason. All in favour

It was **Resolved** to confirm the Annual Accounting Statement as accurate



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NMTC/26/025/a/v To adopt the Town Council Asset Register (31st March 2026).

The Asset Register for year ending 31st March 2026 had been distributed ahead of the meeting. Cllr Smith proposed that it be adopted. Seconded by Cllr Blake. All in favour

It was **Resolved** to adopt the Asset Register for year ending 31st March 2026

NMTC/26/025/a/vi To adopt an Internal Control Statement for the period to 31st March 2026.

An Internal Control Statement had been circulated to Councillors prior to the meeting. Cllr Hunter proposed that the Internal Control Statement be adopted. Seconded by Cllr Blake. All in favour

It was **Resolved** to adopt the Internal Control Statement

NMTC/26/025/a/vii To receive Minutes from the Governance and Finance Committee meeting held 14th April 2026.

Cllrs reviewed the minutes, to ensure they were up to date on matters arising from the meeting. Cllr Smith proposed that they be formal received so matters can be dealt with. Seconded by Cllr Blake. All in favour

It was **Resolved** to formally receive minutes from the Governance and Finance Committee meeting held on 14th April 2026

NMTC/26/025/a/viii To deal with matters referred from the Governance and Finance Meeting held on 14th April 2026.

Councillors had received the Risk Management Policy and Register ahead of the meeting, which was referred from the Governance and Finance Committee meeting held on 14th April 2026 for formal approval and adoption. Cllr Hunter proposed that the Risk Management Policy and Register be adopted. Seconded by Cllr Blake. All in favour

It was **Resolved** to adopt the Risk Management Policy and Register

NMTC/26/025/a/ix To confirm arrangements for the first meeting of the Committee

The first meeting of the Governance and Finance Committee is to be held on 2nd June at 7pm in the Green Room of Needham Market Community Centre



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NMTC/26/025/b Community and Assets Committee

NMTC/26/025/b/i To confirm arrangements for the first meeting of the Committee

The first meeting of the Governance and Finance Committee is to be held on 19th May at 7pm in the Green Room of Needham Market Community Centre

NMTC/26/025/c Planning Committee

NMTC/26/025/c/i To confirm arrangements for the first meeting of the Committee

The first meeting of the Planning Committee is to be held on 9th June at 6pm in the Green Room of Needham Market Community Centre

Meeting closed at 20:14

Chairperson:

Date: