



# 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 Town Council Meeting Minutes

Tuesday 10<sup>th</sup> March 2026

**Held at: The Green Room, Community Centre, School Street, Needham Market. Meeting started at 19:07**

### **Councillors Present:**

J Reardon (Chair), A Reardon, G Blake, K Hunter, C Goodchild, I Mason and R Darnell

### **Also in Attendance:**

G de Cova (Town Clerk and RFO) and District Councillor T Lawrence

### **NMTC/25/205 Apologies for Absence**

Cllrs Cooke, Chandler and Smith had all sent apologies prior to the meeting.

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

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

### **NMTC/25/206 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members**

No declarations were received.

### **NMTC/25/207 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests**

No dispensations were applied for.

### **NMTC/25/208 To receive reports, if any, from the County Councillor and District Councillor**

A Report from the District Councillors had been circulated before the meeting. No report had been sent by the County Councillor this month.

District Councillor Lawrence gave information on a period of moratorium that will take place prior to the elections being held in May.

### **NMTC/25/209 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 10<sup>th</sup> February 2025**

Minutes from the previous meeting had been circulated to all councillors ahead of this meeting.

Cllr Mason proposed the minutes be confirmed. Seconded by Cllr Darnell. Majority in favour.

It was **Resolved** to confirm the minutes of 10<sup>th</sup> February 2026 as an accurate record.



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## **NMTC/25/210 Matters arising from the Minutes of the previous meeting**

No matters were raised.

## **NMTC/25/211 To receive questions from any members of the public present**

No members of the public were present

## **NMTC/25/212 To receive a report from the Town Clerk**

The Clerk gave a verbal report. She informed members that the office was now returned to a functioning state, but asked Councillors if they would be able to spare a little bit of time to look through historic documents to help assess relevance and if they should be kept.

## **NMTC/25/213 To receive and approve the accounts for payment and confirmation**

Councillors had been sent the Accounts for Payments and Confirmation ahead of the meeting. Councillors noted the higher cost of the newsletter for the second month in a row. Cllr Hunter proposed that Accounts for Payment and Confirmation be approved. Cllr A Reardon seconded. All in favour.

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

## **NMTC/25/214 To confirm the appointment of the Internal Auditor for 2025/26 and approve the Letter of Engagement**

The Letter of Engagement from the Internal Auditor had been circulated before the meeting. Cllr Goodchild proposed to appoint SALC as the Internal Auditor and approve the Letter of Engagement. Seconded by Cllr Mason. All in favour.

It was **Resolved** to confirm the appoint of SALC as the Internal Auditor for 2025/26 and approve the Letter of Engagement

## **NMTC/25/215 To consider Grants/Donations for 2025/26**

### ***NMTC/25/215a Bosmere Community Primary School PFA***

The Clerk informed members that an email had been received from the PFA of Bosmere Community Primary School. It had been circulated to Councillors ahead of the meeting.

Cllr Goodchild proposed that a donation of £100 be given. Seconded by Cllr Blake.

It was **Resolved** to donate £100 to Bosmere Community Primary School PFA.

## **NMTC/25/216 To discuss any nominations for Assets of Community Value**

No nominations were received at this time.

## **NMTC/25/217 To consider quotations for the clearance of the Crown Street Car Park, and appoint a contractor to undertake the works**



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Due to Councillors requesting names of the contractors, it was agreed to move this item to after the Press and Public were excluded.

## **NMTC/25/218 To confirm the contractor for works to be undertaken at the Burial Ground**

The Clerk confirmed that they had instructed a Contractor to undertake works at the Burial Ground that were required.

## **NMTC/25/219 To agree, as recommended by the Community and Assets Committee, the adoption of software to monitor and inspect the Town Council's Assets**

The Community and Assets Committee agreed at the previous meeting to recommend that the Council adopt software to assist with the monitoring and inspection of the Town Council's assets. Cllr Blake proposed that the Council accept the recommendation of the Community and Assets Committee. Seconded by Cllr Mason

It was **Resolved** to adopt the software, as per the recommendation

## **NMTC/25/220 To receive reports from the following:**

### **NMTC/25/220a Planning Committee**

No update was given, due to all Councillors being present for the Planning meeting that was held directly before this one.

### **NMTC/25/220b Governance and Finance Committee**

There had not been a meeting since the last update had been given in February, and as such no report could be given.

### **NMTC/25/220c Community and Assets Committee**

As Cllr Cooke was unable to attend this meeting, the Clerk and Chair gave a brief update on matters from the Community and Assets Committee.

### **NMTC/25/220d Civic Events Working Group**

Cllr A Reardon confirmed the Civic Service date, time and location. She also requested for Councillors to let her know if they were able to assist with the set up and clear away of Christchurch Hall for the event.

### **NMTC/25/220e Climate Action Group**

Cllr A Reardon gave an update on events that the Climate Action Group would be taking part in. She also confirmed that a member of the Climate Action Group would be in touch with the Clerk to organise accessible signage for the Community Orchard



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## **NMTC/25/221 Matters to be raised by members**

It was requested that an item be put on the April Town Council meeting in relation to the Community Centre.

**AP: Clerk to put item on April agenda**

## **NMTC/25/222 To confirm the Date, Time, and Location of the next Town Council Meeting.**

It was confirmed that the next meeting of the Town Council will be on Tuesday 7<sup>th</sup> April 2026 at 7PM in the Green Room of Needham Market Community Centre

## **NMTC/25/223 Exclusion of the Press and Public**

At this point, the Chair moved for 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”. Proposed by Cllr A Reardon, seconded by Cllr Goodchild. All in favour.

It was **Resolved** to excluded members of the press and public.

## **NMTC/25/224 To consider quotations for the clearance of the Crown Street Car Park, and appoint a contractor to undertake the works**

Councillors were given the names of the contractors who had sent quotes for the work. Cllr Mason proposed one of the contractors, seconded by Cllr Hunter. All in favour

It was **Resolved** to appoint the contractor as per Cllr Mason’s proposal

## **NMTC/25/225 To consider applications (if any) and determine co-option to existing vacancy/vacancies in accordance with the Council’s adopted co-option policy**

There was one application received for co-option. The Clerk confirmed that they were eligible for co-option. As there are currently four vacancies, and in accordance with the Council’s Co-option Policy, the Council may appoint eligible candidates where the number of applicants does not exceed the number of vacancies. Cllr Blake proposed the applicant be co-opted. Seconded by Cllr Goodchild. Majority in favour

It was **Resolved** to fill one of the vacancies with this co-option applicant.

**AP: Clerk to make contact and arrange for formal co-option at the next Town Council Meeting**

**Meeting closed at 20:00**

**Chairperson:** .....

**Date:** .....