



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 9th June 2026

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

Councillors Present:

C Goodchild (Chair), L Chandler, G Blake, K Hunter, S Clennell, I Mason and A Harrison

Also in Attendance:

G de Cova (Town Clerk and RFO), District Councillor R Piper and one Member of the Public

NMTC/26/026 Apologies for Absence

Cllrs Reardon (work commitment), Cooke (prior Commitment), Darnell (prior commitment) and Smith (prior commitment) had all sent apologies prior to the meeting.

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

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

NMTC/26/027 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members

No declarations were received.

NMTC/26/028 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

No dispensations were applied for.

NMTC/26/029 To receive reports, if any, from the County Councillor and District Councillor

No report had been sent by the County Councillor.

Cllr Piper gave a brief report relating to the new bin collections, Local Government Reorganisation and a Joint Local Plan.



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Members raised concerns regarding uncertainty around local government restructuring and its impact. The Council agreed it was reasonable to request clarity from the County Councillor on future arrangements.

At this point, Cllr Piper left the meeting.

NMTC/26/030 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 5th May 2026

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

Cllr Mason proposed the minutes be confirmed. Seconded by Cllr Blake. All in favour.

It was **Resolved** to confirm the minutes of 5th May 2026 as an accurate record.

NMTC/26/031 Matters arising from the Minutes of the previous meeting

No matters were raised.

NMTC/26/032 To receive questions from any members of the public present

The member of the public wished to ask questions of the County Councillor. The questions were relating to the Local Government Reorganisation, and the member of the public wished to seek clarity regarding the current position and views, and any anticipated proposals. It was agreed by Council that the Clerk should contact the County Councillor via email to seek clarification.

At this point, the member of the public left the meeting.

NMTC/26/033 To receive a report from the Town Clerk

The Clerk reported that thanks had been received from Bosmere PFA for the use of the Former Middle School Field for their Colour Run event. It was also reported that there were still 4 vacancies for Councillors, with 1 application to be discussed at a later agenda item. It was also reported that an initiative called Project Keystone was available, and Councillors could complete a survey to help influence the priorities of sector support from NALC.

NMTC/26/034 To receive and approve the accounts for payment and confirmation

Councillors had been sent the Accounts for Payments and Confirmation ahead of the meeting. Cllr Chandler proposed that Accounts for Payment and Confirmation be approved. Cllr Blake seconded. All in favour.

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



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NMTC/26/035 To consider Grants/Donations for 2026/26

No requests had been received.

NMTC/26/036 To receive the Internal Audit for 2025/26 and confirm actions arising from recommendations

The Internal Audit report and a short review of the report compiled by the Clerk were circulated ahead of the meeting. The report was reviewed and recommendations and actions were identified.

NMTC/26/037 To confirm and sign the Annual Governance Statement (Section 1) for year ending 31st March 2026

Councillors considered each statement separately, with an answer of yes or no being needed for each line.

Statement 1 – Cllr Hunter proposed the answer be yes. Seconded by Cllr Mason. All in favour.

Statement 2 – Cllr Hunter proposed the answer be yes. Seconded by Cllr Mason. All in favour.

Statement 3 – Cllr Mason proposed the answer be yes. Seconded by Cllr Harrison. All in favour.

Statement 4 – Cllr Clennell proposed the answer be yes. Seconded by Cllr Mason. All in favour.

Statement 5 – Cllr Mason proposed the answer be yes. Seconded by Cllr Chandler. All in favour.

Statement 6 – Cllr Hunter proposed the answer be yes. Seconded by Cllr Blake. All in favour.

Statement 7 – Cllr Harrison proposed the answer be yes. Seconded by Cllr Chandler. All in favour.

Statement 8 – Cllr Blake proposed the answer be yes. Seconded by Cllr Clennell. All in favour.

Statement 9 – Not applicable, as the Council is not the sole managing trustee of a charitable trust

Statement 10 – Cllr Clennell proposed the answer be yes. Seconded by Cllr Mason. All in favour.



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Cllr Harrison proposed that the Annual Governance Statement be fully accepted.
Seconded by Cllr Mason. All in favour.

It was **Resolved** to accept the Annual Governance Statement (Section 1) for the year ending 31st March 2026

NMTC/26/038 To receive and discuss the Insurance Pre-Renewal for the Town Council

The Insurance Pre-Renewal information had been circulated to all Councillors ahead of the meeting for review. Cllr Hunter proposed that the Clerk be authorised to proceed with managing the renewal, including the fidelity cover as mentioned in the Internal Audit. Seconded by Cllr Mason. All in favour.

It was **Resolved** to authorise the Clerk to proceed with the management of the Council's Insurance.

NMTC/26/039 To receive and approve an Investment Policy, as recommended by the Governance and Finance Committee meeting in April 2026

Councillors had received the investment policy prior to the meeting. Cllr Blake proposed that the policy be adopted. Seconded by Cllr Mason. All in favour

It was **Resolved** to adopt the Investment Policy

NMTC/26/040 To discuss crime, vandalism and anti-social behaviour within the town

Councillors discussed recent incidents of vandalism and anti-social behaviour within the town, including repeated damage to play equipment within Crowley Park and the historical damage to the Barretts Lane Toilet Block. The Clerk confirmed that the vandalism at Crowley Park had been reported to police, and also to the insurance company.

NMTC/26/041 To discuss any nominations for Assets of Community Value

No nominations were received at this time.

NMTC/26/042 To receive an update on discussions between the Community Centre and the Town Council

An update was given on discussions taking place between the Community Centre and the Town Council regarding the future sustainability of the Community Centre.



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Members noted that whilst progress had been made on matters relating to the maintenance and repair of the building, limited progress had been made regarding longer-term arrangements between the two organisations. It was also noted that discussions remain ongoing with the consultant supporting the project.

NMTC/26/043 To receive and agree on quotations for work at Barretts Lane Toilet Block

Councillors considered the options that had been circulated prior to the meeting. Cllr Hunter proposed that the Council proceed with Option 1 and delegate authority to the Clerk to finalise arrangements, with flexibility of up to 10% should costs alter as works are completed. Seconded by Cllr Mason. All in favour.

It was **Resolved** to proceed with Option 1.

NMTC/26/044 To receive reports from the following:

NMTC/26/044a Planning Committee

An update was given on applications considered, and decisions received since the May Planning Committee Meeting.

NMTC/26/044b Governance and Finance Committee

A brief update was given. Matters discussed at the previous meeting of the Governance and Finance Committee had been brought up under previous agenda items.

NMTC/26/044c Community and Assets Committee

Members were updated on discussions had at the previous meeting, including Christmas Lighting, CIL priorities and bus stop improvements.

NMTC/26/044d Civic Events Working Group

The Clerk confirmed that a date had not yet been set for the first meeting to discuss the Remembrance Day service, but a meeting would be forthcoming.

NMTC/26/044e Climate Action Group

Minutes from the previous meeting had been circulated, and it was confirmed that the Climate Action Group was meeting at the same time as this meeting.



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NMTC/26/042 Matters to be raised by members

It was requested that future agenda items could include youth engagement, Pride related community events, Climate Emergency review, fly posting concerns and a discussion surrounding the Car Parks within the town.

NMTC/26/043 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 14th July 2026 at 7PM in the Green Room of Needham Market Community Centre

NMTC/26/044 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 Goodchild, seconded by Cllr Clennell. All in favour.

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

NMTC/26/045 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 Mason proposed the applicant be co-opted. Seconded by Cllr Hunter. All 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

NMTC/26/045 To receive an update from the Employment Committee

Cllr Blake gave an update on work being undertaken by the Employment Committee. Members were informed that a review of staffing arrangements was currently taking place, including consideration of staffing levels, operational requirements and benchmarking against similar councils.



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It was also confirmed that the Committee was exploring options for a Town Warden style role. Proposals would be developed and brought back to Council in due course.

Meeting closed at 20:46

Chairperson:

Date: