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 14th April 2026

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

Councillors Present:

C Goodchild (Chair), K Hunter, L Smith, G Blake and I Mason

Also in Attendance:

G de Cova (Town Clerk and RFO)

GF/25/079 Apologies for Absence

Apologies had been received from Cllrs Reardon (family commitment), Chandler (work commitment), Cooke (illness) and Darnell (prior commitment)

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

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

GF/25/080 To receive declarations of interest from members relating to items on this agenda

No interests were declared

GF/25/081 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

As no interests were declared, no dispensations were needed.

GF/25/082 To receive and confirm the Minutes of the Governance and Finance Meeting held on *Tuesday 3rd February 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 Blake. All in favour

It was **Resolved** to confirm the minutes of the meeting held on Tuesday 3rd February

AP: Clerk to ensure minutes are in font size 12 going forwards to make them easier to read

GF/25/083 To discuss matters arising from previous meetings minutes

Councillors discussed actions and matters from the previous meeting. All were either in progress or resolved.

GF/25/084 To receive questions from any members of the public present

No members of the public were present

GF/25/085 To receive a report from the Town Clerk/RFO

Councillors received a report from the Town Clerk. She confirmed that there were 4 vacancies for Councillors, 3 of which were eligible for co-option with the other awaiting to hear if an election is to be called.

GF/25/085 To receive an update on the AGAR 2025/26

The Clerk confirmed key dates for the AGAR for the financial year 2025/26, as well as a timeline for when documents would be bought to Council.

GF/25/086 To receive, and consider for recommendation to Full Town Council, an Investment Policy

Councillors reviewed a draft investment policy. It was noted that there were some small amendments to make. Cllr Smith proposed to recommend the policy to Full Town Council for adoption, providing the amendments are made. Seconded by Cllr Mason. All in favour

It was **Resolved** to recommend the policy to Town Council once amendments had been made

GF/25/087 Update on Governance and Finance Arrangements

GF/25/087/a To monitor the Council's approved Budget 2025/26 against actual expenditure

Councillors reviewed the income and expenditure relating to the financial year ending 31st March 2026

GF/25/087/b Review of the Council's Financial Management Procedures

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

GF/25/087/c Review of Council's Community Infrastructure Levy priorities and expenditure

The CIL priorities list had been reviewed. It was noted that as the former MDC offices were now being developed, that more CIL monies would be paid to the Council in due course.

GF/25/087/d Review of Council's policies

No policies were reviewed at this meeting

GF/25/087/e Review of the Council's Risk Assessment

Councillors had received a draft Risk Management document ahead of the meeting. It was discussed and Councillors agreed that the Clerk would fill in the "impact" column to then give each risk a more accurate risk rating.

AP: Clerk to input information ready for the Annual Town Council Meeting in May

GF/25/087/f Review of the Council's Reserves Position

Councillors are aware of the monies held in reserves. A reserves policy has been drafted and is ready for presentation at the next Governance and Finance Committee meeting

GF/25/087/g Review of the Councils Investment Strategy

The Clerk confirmed that an Investment Policy had been drafted and would be ready for presentation at the next Governance and Finance meeting.

GF/25/090 To consider matters raised in the Councils Internal Audit Report 24/25

Councillors reviewed the Internal Audit Action Tracker, with majority of actions completed. Any not completed were in progress or part of a larger ongoing task to ensure continued compliance and best practice.

GF/25/091 To receive an update on the Register of Interests for Councillors

Councillors were given an update, with most Councillors now having completed a Register of Interest. Those that are outstanding have been notified.

GF/25/092 To scrutinise any matters referred from, or to, The Council's Community and Assets Committee and/or Planning Committee

No matters were raised

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GF/25/093 Matters to be raised by members

One Councillor had a question regarding the employment committee and reporting, which was clarified.

GF/25/094 To confirm the Date, Time and Location of the next Governance and Finance Committee Meeting

The next scheduled meeting is on Tuesday, 2nd June 2026 at 7PM in the Green Room of Needham Market Community Centre.

Meeting closed at 20:23

Chair.....

Date.....