



# 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 2<sup>nd</sup> December 2025

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

### **Councillors Present:**

C Goodchild (Chair), M Ost, M O'Shea, A Harrison, K Hunter, L Smith, L Chandler, T Cooke and G Blake

### **Also in Attendance:**

G de Cova (Town Clerk and RFO)

### **GF/25/063 Apologies for Absence**

Apologies had been received from Cllrs J Reardon, A Reardon and R Darnell. All had prior commitments.

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

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

### **GF/25/064 To receive declarations of interest from members relating to items on this agenda**

No interests were declared

### **GF/25/065 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests**

As no interests were declared, no dispensations were needed.

### **GF/25/066 To receive and confirm the Minutes of the Governance and Finance Committee Meeting held on Tuesday 4<sup>th</sup> November 2025**

Councillors received the previous minutes for review ahead of the meeting.

Cllr Ost proposed to confirm the minutes of the previous meeting. Seconded by Cllr Smith. All in favour.

It was **Resolved** to confirm the minutes of the meeting held on Tuesday 4<sup>th</sup> November.



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## **GF/25/067 To discuss matters arising from previous meetings minutes**

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

## **GF/25/068 To receive questions from any members of the public present**

No members of the public were present

## **GF/25/069 To receive a report from the Town Clerk/RFO**

The Clerk reported on works happening in the office. She also reported that the Governments statutory consultation on Local Government Reorganisation is now open, with the deadline for comments being 11<sup>th</sup> January. It was also confirmed that the ROSPA inspections were happening this week (week commencing 1<sup>st</sup> December).

## **GF/25/070 To discuss items for inclusion in the 2026/2027 Council Budget**

Councillors had been sent a draft budget spreadsheet, which included several options for consideration. No other items were raised for inclusion at this time.

## **GF/25/071 To review a draft of the 2026/2027 Council Budget, and consider options for recommendation to Full Town Council**

Councillors discussed the options presented, with information given on how much would have to be drawn from reserves in each scenario. Councillors felt that drawing from reserves would not be best at this time, as the Council should not have to use the reserves for General Running Costs unless there was an emergency. Councillors also felt that the costs associated with the Newsletter be reviewed. They agreed that an expenditure budget of £212,200 was accurate, with the condition that any future donation to the Community Centre come directly from reserves. Another condition was that the Newsletter expenditure have a thorough review. Proposed by Cllr Blake, seconded by Cllr Cooke. All in favour.

It was **Resolved** to recommend an expenditure budget for 2026/27 of £212,200 to Full Town Council for formal approval.

## **GF/25/072 Update on Governance and Finance Arrangements**

### **GF/25/072/a To monitor the Council's approved Budget 2025/26 against actual expenditure**

Councillors had information that included all monies spent and received up until 30<sup>th</sup> November 2025.

### **GF/25/073/b Review of the Council's Financial Management Procedures**

It was agreed at this time; nothing was needed to be reviewed.



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## ***GF/25/072/c Review of Council's Community Infrastructure Levy priorities and expenditure***

The CIL priorities list is being reviewed by the Community and Assets Committee on 16<sup>th</sup> December. There has been no expenditure to date

## ***GF/25/072/d Review of Council's policies***

Members of staff in the office had started the initial review of policies, with a day set aside on Friday 5<sup>th</sup> December 2025 to finalise the review and compile a report for the approval of Full Town Council for any amendments.

## ***GF/25/072/e Review of the Council's Risk Assessment***

The Council's Risk Assessment is an ongoing document to be updated as and when needed. The ROSPA inspections will assist with the assessment of risks associated with the Play Areas within Needham Market

## ***GF/25/072/f Review of the Council's Reserves Position***

Councillors are aware of the monies held in reserves. The earmarking of reserves will be discussed at the Community and Assets Committee Meeting on 16<sup>th</sup> December

## ***GF/25/072/g Review of the Councils Investment Strategy***

The Clerk confirmed that she would be looking at alternate bank accounts and investment schemes that were used by other Councils. An investment policy would also be drafted for approval.

## **GF/25/073 To discuss Committees Terms of Reference**

Councillors discussed the Terms of Reference for the Governance and Finance, Planning and Community and Assets Committee. Councillors agreed that having named members sat on committees to give them delegated authority would be of benefit to the Council. Cllr Cooke proposed that it be recommended to Full Town Council that the Council adopts Committees with named members and delegated authority. Cllr Ost seconded. All in favour

It was **Resolved** to recommend to Town Council that the Clerk come up with a transition plan to present for adoption in readiness for the new civic year.

## **GF/25/074 To consider matters raised in the Councils Internal Audit Report 24/25**

Councillors were informed that progress was being made with matters raised from the Internal Audit.

## **GF/25/075 To receive an update on the Register of Interests for Councillors**



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The Clerk informed Councillors that this was being progressed. It was mentioned that information sent to the District Council had now been updated on their system, and that she now had a log in to submit amendments for Register of Interests for members.

## **GF/25/076 To scrutinise any matters referred from, or to, The Council's Community and Assets Committee and/or Planning Committee**

The Chair confirmed that the Community and Assets Committee would be discussing the earmarking of reserves at their next meeting.

## **GF/25/077 Matters to be raised by members**

Cllr Harrison requested that an item be put on a future agenda for the potential formation of a Needham Market Youth Council.

Cllr O'Shea requested that new Town Maps and also an update of noticeboards around the town be added to the Community and Assets agenda.

**AP: Clerk/Cllr Harrison to investigate Youth Councils and bring back to an appropriate meeting once more information is available.**

**AP: Town Maps and Noticeboards to be added to the next Community and Assets Agenda**

## **GF/25/078 To confirm the Date, Time and Location of the next Governance and Finance Committee Meeting**

The next scheduled meeting is on Tuesday, 3<sup>rd</sup> February 2026 at 7PM in the Green Room of Needham Market Community Centre.

**Meeting closed at 20:22**