



**Needham Market Town Council**  
**Governance & Finance Committee**  
**Minutes 7<sup>th</sup> November 2023**

**Present:** Chairperson Cllr Annis; Cllrs, Cave, Lea, Norris, Ost, Phillips, A Reardon and Stansfield.

The Town Clerk was in attendance.

**GF021/23** To receive apologies for absence.

Cllrs Goodchild, Lawrence, O'Shea, J Reardon, I Mason.

**GF022/23** To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members.

None.

**GF023/23** To approve any dispensations with respect to Disclosable Pecuniary Interests.

None.

**GF024/23** To receive and confirm Minutes of the meeting of the Governance and Finance Committee held on 8th August 2023.

Cllr Phillips proposed the Minutes of the meeting of the Governance and Finance Committee held on 8th August 2023 be adopted. Cllr Norris seconded the proposal. The Committee agreed the proposal.

**GF025/23** To consider Accounts for Payment and Confirmation.

Cllr Phillips proposed the Accounts for Payment and Confirmation be approved. Cllr Ost seconded the proposal. The Committee agreed the proposal.

**GF026/23** To receive and adopt accounts to half-year ending 30th September 2023.

Cllr Phillips proposed the accounts to half-year ending 30th September 2023 be adopted. Cllr Lea seconded the proposal. The Committee agreed the proposal.

**GF027/23** To adopt the leasehold arrangement with Suffolk County Council in respect of the former Needham Market Middle School playing field.

The Clerk explained the process by which the lease had reached engrossment stage and now required formal adoption to complete.

Cllr Phillips proposed the lease for the former Needham Market Middle School playing field be adopted. Cllr Cave seconded the proposal. The Committee agreed the proposal.

**GF028/23** To consider Grants/Donations 2023/24.

Cllr Lea proposed consideration of further grants/donations be left to the next full Town Council meeting. Cllr Norris seconded the proposal. The Committee agreed the proposal.

**GF029/23** Update on Governance and Finance Arrangements.

- a) To monitor the Council's approved Budget 2023/24 against actual expenditure.

Cllr Annis gave explanation to various amounts included in the budget statement.

The Committee agreed no action was required at this point.

- b) Review of the Council's Financial Management procedures including consideration of amendments to Council's Financial Regulations.

The Committee agreed any necessary amendments to the Council's Financial Regulations be taken to the next full Town Council meeting.

- c) Review of Council's Community Infrastructure Levy priorities and expenditure.

The Committee agreed no change was necessary.

- d) Review of Council's Policies including the Internet Banking Policy.

The Banking Policy document was tabled having been circulated to all Councillors in advance of the meeting.

Cllr Phillips proposed the Internet Banking Policy be adopted. Cllr Ost seconded the proposal. The Committee agreed the proposal.

- e) Review of the Council's Risk Assessment.

The Clerk referred to the documents circulated to all Councillors prior to the meeting and explained the new format in which the Risk Assessment was presented.

Cllr Ost proposed the Committee adopt the Risk Management Policy and Risk Register documents. Cllr Stansfield seconded the proposal. The Committee agreed the proposal.

**GF030/23** To receive and adopt the External Auditors Report 2022/23.

The Clerk referred the Committee to the External Auditors Report which had been circulated to all Councillors prior to the meeting and, explained the context in which the External Auditors conclusions were reached.

Cllr Norris proposed the Committee adopt the External Auditors Report 2022/23. Cllr Ost seconded the proposal. The Committee agreed the proposal.

**GF031/23** To consider matters raised in the Council's Internal Audit Report.

The Committee agreed no further action need be taken.

**GF032/23** To consider and propose Council's budget 2024/25.

Cllr Annis reported sufficient financial consideration had taken place to enable the proposing of a provisional budget 2024/25 for recommendation to the next full Town Council meeting.

Cllr Annis proposed a provisional budget of £162,000 be recommended to the 15<sup>th</sup> November Town Council meeting, for adoption, for 2024/25. Cllr Lea seconded the proposal. The Committee agreed the proposal.

**GF033/23** To scrutinise any matters referred from, or to, Council's Community & Assets Committee and/or Planning Committee.

There were none.

**GF034/23** To receive a report from the Town Council's Employment Committee.

Cllr Annis reported the Employment Committee had met on 6<sup>th</sup> November and had concluded to hold any action to recruit additional resource to the Town Council Office in abeyance.

**GF035/23** Date, location and timing of the next Governance & Finance Committee meeting.

Cllr Annis reported the next meeting of the Committee will be held on Tuesday 13<sup>th</sup> February 2024, at 7pm.

The meeting closed at 8.02pm.

**Chairperson..... Date.....**