

## **NEEDHAM MARKET TOWN COUNCIL**

**MINUTES** of the Annual Meeting of NEEDHAM MARKET TOWN COUNCIL held in the Green Room, Needham Market Community Centre, School Street, Needham Market, on Wednesday 18<sup>th</sup> May 2022 at 7:30pm.

**Present:** Cllr J Lea (In the Chair), Councillors: BE Annis, R Darnell, MG Norris, I Mason, M O'Shea, M Ost, A Reardon, J Reardon and X Stansfield.

**In Attendance:** Town Clerk Kevin Hunter.

### **C020/22 To elect the Town Mayor/Chairperson of Council for 2022/2023.**

Cllr Stansfield proposed Cllr Lea as Town Mayor/Chairperson for 2022/23. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr Lea retained the Chair, thanking Councillors for electing her.

### **C021/22 To witness the Town Mayor/Chairperson's Declaration of Acceptance of Office.**

Cllr Lea made her Declaration of Acceptance of Office as Town Mayor and Chairperson of Council and signed it, the Declaration being witnessed by the Town Clerk, as the Proper Officer.

### **C022/22 To receive Councillor's Apologies for Absence:**

Cllr G Cave – Prior Appointment.

Cllr S Phillips – Unwell

County Councillor Kay Oakes.

The Clerk reported Cllr P Wright had not attended a Council meeting for more than 6 consecutive months and thereby had ceased to be a member of the Council.

### **C023/22 To elect the Deputy Town Mayor/Deputy Chairperson of Council for 2022/2023.**

Cllr Lea proposed Cllr J Reardon. Cllr Darnell seconded the proposal. Council agreed the proposal.

### **C024/22 To witness The Deputy Town Mayor/Deputy Chairperson's Declaration of Acceptance of Office.**

Cllr J Reardon made his Declaration of Acceptance of Office as Deputy Town Mayor/Deputy Chairperson of Council and signed it. The Declaration was countersigned by the Town Clerk, as the Proper Officer.

### **C025/22 To confirm the Minutes of the Town Council meeting held on 16<sup>th</sup> March 2022.**

The Minutes of the meeting of 16<sup>th</sup> March 2022 were accepted as a true and correct record and signed by the Chairperson.

### **C026/22 To receive Councillors' Declarations of Interest for matters on the Agenda.**

The following Declarations of Interest were received and recorded in the Declaration of Interest Register:

Cllr BE Annis - Accounts for Payment (Community Centre)

Cllr X Stansfield – Accounts for Payment (Community Centre)

### **C027/22 To receive reports from The County Councillor, District Councillors and to take any questions from members of the public present.**

#### **County Councillor's Report.**

County Councillor Oakes had provided a report, that was tabled and a copy of which will be appended to the Minute Book.

#### **District Councillors' Report.**

District Councillor Mike Norris presented the District Councillors report, that was tabled and a copy of which will be appended to the Minute Book.

**C028/22 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town and, if applicable, the final report from the outgoing Mayor.**

The Mayor reported:

Friday 18 <sup>th</sup> March:	Attended AGM of the Soldiers, Sailors and Air Force Association, SSAFA, at the Community Centre
Sunday 20 <sup>th</sup> March	Attended High Sheriff's Justice Service in the BSE cathedral
Friday 25 <sup>th</sup> March	Organised Charity Quiz in Community Centre for Mayor's charities – raised £550.
Sunday 3 <sup>rd</sup> April	Attended Carpet Bowls meet in the Community Centre where a cheque was presented to Mike Vorndran for Needham Market First Responders
Thursday 14 <sup>th</sup> April	Opened the 46 <sup>th</sup> Annual Art Show at the Community Centre
Monday 9 <sup>th</sup> May	Chaired the Annual Town Meeting in the Community Centre
Thursday 12 <sup>th</sup> May	Attended the Brownies meeting to talk to the youngsters about the history of the town
Sunday 15 <sup>th</sup> May	Attended Aldeburgh's Civic Service (am)
Sunday 15 <sup>th</sup> May	Attended Benedictine Vespers and Historic Procession at BSE Cathedral and Abbey Shrine (pm)
Monday 16 <sup>th</sup> May	Attended the opening of <i>The Duck &amp; Teapot</i> café at Needham Lake

The Deputy Mayor reported:

Monday 16 <sup>th</sup> May	Attended the opening of <i>The Duck &amp; Teapot</i> café at Needham Lake
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The Deputy Mayor had also spoken with the Bury St Edmunds Constituency MP Jo Churchill regarding the Heavy Goods Vehicle issue that has recently blighted Needham Market High Street over a prolonged period. The MP undertook to raise the issue in Government.

The Mayor delivered the following address:

I would like to take this opportunity to thank my fellow Councillors for their support throughout the past year. In particular I wish to thank those Councillors who have worked with me to ensure that our Queen is duly honoured on the occasion of her Platinum Jubilee.

It has been an unusual year from my point of view due to fluctuating COVID issues. Things have, however, opened up more in the past few months and have returned to some sort of normality. From Council's point of view, the main activity has been the change in our way of working and this seems to have taken place very smoothly, thanks largely to the sterling efforts of our Clerk, Kevin. It is very important that our committees fulfil their responsibilities and get things done.

Finally, a massive thank you to our Town Clerk for his support during what has been a difficult year when he was the only member of staff dealing with all aspects of Council's work. Thanks also to Mrs Louise Mills who came into the office to assist during the absence of our then RFO and who has now taken over the position and put our financial affairs on a much firmer footing.

**C029/22 To adopt the Council's new Committees and Appoint Chairpersons of the Committees for 2022/2023.**

Cllr Lea referred Councillors to the Committees the Council had adopted during the past year. The following Committee Chairperson appointments were agreed by Council:

Governance & Finance Committee: Cllr Annis. Proposed by Cllr Mason and seconded by Cllr Stansfield.

Community & Assets Committee: Cllr A Reardon. Proposed by Cllr O'Shea and seconded by Cllr Darnell.

Planning Committee: Cllr O'Shea. Proposed by Cllr Annis and seconded by Cllr Stansfield.

**C030/22 To agree Members of the Employment Committee for 2022/2023.**

Cllr Mason proposed Cllr Annis remain as Chairperson of the Committee alongside Cllr Lea and Cllr J Reardon. Cllr Darnell seconded the proposal. Council agreed the proposal.

**C031/22 To appoint SALC representatives for 2022/2023.**

This item was deferred.

**C032/22 To confirm the appointment of the Internal Auditor.**

Cllr Mason proposed the continued engagement of Suffolk Association of Local Councils for internal audit purposes. Cllr Ost seconded the proposal. Council agreed the proposal.

**C033/22 To appoint representatives on the Community Centre Management Committee for 2022/23.**

Cllr Annis proposed Cllr O'Shea. Cllr Mason seconded the proposal. Council agreed the proposal.

**C034/22 To appoint representatives on the Needham Market Neighbourhood Watch Committee for 2022/23.**

Cllr Ost proposed Cllr Norris continue his appointment. Cllr J Reardon seconded the proposal. Council agreed the proposal.

**C035/22 To appoint Emergency Contacts.**

Cllr Stansfield proposed the appointment of Cllrs Annis and O'Shea. Cllr J Reardon seconded the proposal. Council agreed the proposal.

**C036/22 To appoint to the Civic Events Management Committee 2022/23.**

Council agreed to retain the current members of the Civic Events Management Committee the auspices of which fall within the remit of the Community & Assets Committee.

**C037/22 To confirm arrangements for Council's insurance cover for all insurable risks.**

The Clerk explained how insurance cover was arranged, with whom and when. A meeting with the Council's Insurance Broker is arranged for Monday 30<sup>th</sup> May to initiate the process for renewal of the Council's policy from mid-July.

**C038/22 To review Council's subscriptions to other bodies.**

The Clerk confirmed annual subscriptions are paid to Suffolk Association of Local Councils, Suffolk Local History Council, Suffolk Wildlife Trust and The River Gipping Trust. Cllr Mason proposed those annual subscriptions be maintained. Cllr Ost seconded the proposal. Council agreed the proposal. Cllr Annis abstained from the vote.

**C039/22 To review Council's expenditure incurred under s.137 of the Local Government Act 1972.**

Cllr Lea explained how this expenditure differed from Council's main expenditure. The Clerk confirmed Council's expenditure incurred under s.137 of the Local Government Act 1972 falls well within the limits of the amount permitted (approx. £24,000 p.a.). Council acknowledged the explanation and position.

**C040/22 To determine the time and place of Council and Council Committee Meetings up to and including the next annual meeting of the Council.**

The Clerk had prepared a schedule of meetings which had been provided to Councillors. Cllr Annis proposed the schedule be adopted. Cllr A Reardon seconded the proposal. Council agreed the proposal.

**C041/22 Clerk's Report.**

The Clerk reported on progress with the Skatepark Project.

Cllr Lea proposed the Council complete the acceptance of the Award Offer received from Sport England and any requests for outstanding information relating to the award be referred to the Skatepark Committee. Cllr Annis seconded the proposal. Council agreed the proposal.

Cllr Lea proposed the Council will not sign any further order for the supply of any element of the Skatepark Project until the full amount of funds required to settle the invoice for any order are already in the possession of the Council as cleared funds. Cllr Annis seconded the proposal. Council agreed the proposal.

#### **C042/22 Committees**

##### **C042/22/a Governance and Finance.**

##### **C042/22/a/i Accounts for Payment and Confirmation.**

Cllr Annis presented the Accounts for Payment which were tabled and a copy of which will be appended to the Minute Book. Cllr Mason proposed Council adopt the accounts for payment. Cllr Ost seconded the proposal. Council agreed the proposal.

##### **C042/22/a/ii To adopt the accounts for the year ending 31<sup>st</sup> March 2022.**

Cllr Ost proposed Council adopt the accounts for the year ending 31<sup>st</sup> March 2021. Cllr Darnell seconded the proposal. Council agreed the proposal.

##### **C042/22/a/iii Confirmation and signing of the Annual Governance Statement (Section 1) for year ending 31<sup>st</sup> March 2022.**

Cllr Lea introduced the Annual Governance Statement, which was tabled and a copy of which will be appended to the Minute Book and put the relevant questions to Councillors and completed the Statement accordingly.

Cllr Norris proposed Council adopt the completed Statement. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr Lea signed the Statement. The Clerk, as Proper Officer, also signed the Statement.

##### **C042/22/a/iv Confirmation and signing of the Annual Accounting Statements (Section 2) for year ending 31<sup>st</sup> March 2022.**

Cllr Lea introduced the Annual Accounting Statements, which were tabled and a copy of which will be appended to the Minute Book. Cllr Annis proposed Council adopt the completed Statement. Cllr Ost seconded the proposal. Council agreed the proposal.

Cllr Lea signed the Statement.

##### **C042/22/a/v To adopt the Town Council Asset Register (31<sup>st</sup> March 2022).**

Cllr Annis proposed Council adopt the Asset Register, which was tabled and a copy of which will be appended to the Minute Book. Cllr Ost seconded the proposal. Council agreed the proposal.

##### **C042/22/a/vi To adopt an Internal Control Statement for the period to 31<sup>st</sup> March 2023.**

The Clerk reported the Statement is not yet available. Council agreed to defer the item.

##### **C042/22/a/vii To receive Minutes from the Governance and Finance Committee meeting held 10<sup>th</sup> May 2022.**

Cllr Annis presented Minutes from the Committee Meeting, which were tabled and a copy of which will be appended to the Minute Book.

Cllr Stansfield proposed Council adopt the Minutes. Cllr Norris seconded the proposal. Council agreed the proposal.

##### **C042/22/a/viii To confirm arrangements for the first meeting of the Governance & Finance Committee.**

Cllr Annis confirmed the next meeting of the Governance & Finance Committee will take place on Tuesday 9<sup>th</sup> August at 7pm in the Community Centre.

Cllr Annis referred Councillors to the difficult financial period 2021/22, when the Council experienced a significant change in its office personnel plus, the legacy from the Covid19 situation was prominent. Despite those issues, he acknowledged the Clerk and the newly appointed

Responsible Finance Officer had managed to keep the Council's business on track, for which the Council is grateful.

**C042/22/b Community & Assets Committee.**

**C042/22/b/i To confirm arrangements for the first meeting of the Committee.**

Cllr A Reardon confirmed the next meeting of the Community & Assets Committee will take place on Wednesday 15<sup>th</sup> June at 7pm in the Community Centre.

Cllr A Reardon referred Councillors to Minute CA031/22 from the Community & Assets Committee held 20<sup>th</sup> April which made recommendations regarding the Council declaring a Climate Emergency and taking the consequent agenda forward.

Councillor A Reardon proposed Council declare a Climate Emergency and agree the further recommendations adopted by the Community & Assets Committee. Councillor Darnell seconded the proposal. Council agreed the proposal.

**C042/22/c Planning Committee**

**C042/22/c/i To confirm arrangements for the first meeting of the Committee.**

Cllr O'Shea confirmed the first meeting of the Planning Committee will take place on Monday 30<sup>th</sup> May at 7pm in the Community Centre.

Cllr O'Shea reported the Committee had considered 58 planning applications in the past year.

**C043/22 To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information. The presenters of the reports proposed to be considered are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

Cllr Lea proposed Council discuss the following agenda item under the provisions contained in Part 1 of the Local Government Act 1972. Cllr Darnell seconded the proposal. Council agreed the proposal.

**C043/22/I To consider Crowley Park Pavilion Improvement Project Tenders.**

The Clerk reported on the three quotations received.

Cllr Mason proposed Council accept one of the quotations received, subject to the release of s.106 funds by Mid Suffolk District Council. Cllr Ost seconded the proposal. Council agreed the proposal.

**The Meeting closed at 8:50 pm**

Chairman ..... Date .....