



**Needham Market Town Council
Governance & Finance Committee
Minutes – 9th August 2022**

Present: Cllrs Lea, Cave, Darnell, Mason, Norris, Ost, Phillips, A Reardon, J Reardon, and Stansfield.

The Town Clerk was in attendance.

In the absence of Cllr Annis (Committee Chairperson), Cllr Mason proposed Cllr Lea take the Chair. Cllr Ost seconded the proposal. The Committee agreed the proposal.

GF021/22 To receive apologies for absence.

Cllrs Annis and O'Shea.

GF022/22 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members.

None.

GF023/22 To approve any dispensations with respect to Disclosable Pecuniary Interests.

None.

GF024/22 To receive and confirm the Minutes of the meeting of the Governance and Finance Committee held 10th May 2022.

Cllr Mason proposed the Minutes be adopted. Cllr Ost seconded the proposal. The Committee agreed the proposal.

GF025/22 To consider Accounts for Payment and Confirmation.

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

GF026/22 Update on Governance and Finance Arrangements.

- a) To monitor the Council's approved Budget 2022/23 against actual expenditure.

Cllr Lea referred the Committee to the Income & Expenditure (to 30th June 2022) Statement, which was tabled.

Cllr Lea referred the Committee to a report provided by Council's Responsible Finance Officer, which was tabled. The report set out how cash flow was being managed in current circumstances, which involve the delivery and funding of a significant Council project.

- b) Review of the Council's Financial Management procedures.

Cllr Lea referred the Committee to the Internal Control Document adopted by full Council at its meeting held on 20th July 2022.

- c) Review of Council's Community Infrastructure Levy priorities and expenditure including adoption of the 2021/22 Annual CIL Report.

The Committee reiterated its priority for use of its CIL income, which is to reinstate the younger children's play area at Crowley Park.

The Clerk tabled a revised Neighbourhood CIL Expenditure Report for the 2021/22 fiscal period, a copy of which will be appended to the Minute Book. Mid Suffolk District Council had advised a figure entered in the original report should be revised.

Cllr Phillips proposed adoption of the revised CIL Expenditure Report 2021/22. Cllr Cave seconded the proposal. The Committee agreed the proposal.

- d) Review of Council's Policies.

There were no policies reviewed.

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

The Clerk referred the Committee to the Council's Risk Assessment 2022/23 which had been adopted at the full Council meeting held 20th July 2022.

GF027/22 To scrutinise any matters referred from, or to, Council's Community & Assets Committee and/or Planning Committee.

The Committee discussed the advice recently received from Mid Suffolk District Council relating to the Crowley Park Skatepark Project. The Clerk advised, before any decision is taken by the Town Council on ordering a Skatepark, it would be prudent for the Council to undertake a comprehensive due diligence exercise, in order to understand all implications and risks before any commitment is made. Councillors agreed the Clerk should lead an appropriate

due diligence exercise.

Cllr Norris provided a brief update on Mid Suffolk District Council's approach relating to Planning Application DC/22/02298.

GF028/22 Date, location and timing of the next Governance & Finance Committee meeting.

Cllr Lea confirmed the next meeting of the Committee will be held on 8th November 2022.

The meeting closed at 7.55pm.

Chairperson **Date**