



Needham Market Town Council
Governance & Finance Committee
Minutes 8th November 2022

Present: Chairperson Cllr Annis, Cllrs Cave, Lea, Norris, O'Shea, Ost, A Reardon, J Reardon, and Stansfield.

One member of public was present.

The Town Clerk was in attendance.

GF029/22 To receive apologies for absence.

Cllrs Farrow, Mason and Phillips.

GF030/22 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members.

Cllr Annis – Accounts for Payment and Confirmation (Community Centre),

Cllr Stansfield - Accounts for Payment and Confirmation (Community Centre),

GF031/22 To approve any dispensations with respect to Disclosable Pecuniary Interests.

None.

GF032/22 To receive and confirm the Minutes of the meeting of the Governance and Finance Committee held 9th August 2022.

The Minutes were adopted at the full Town Council Meeting held on 28th September 2022.

GF033/22 To consider Accounts for Payment and Confirmation

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

GF034/22 To consider a request for grant/donation

Cllr Annis referred to the letter received from Headway Suffolk, which had been

circulated to all Councillors prior to the meeting.

The Clerk had confirmed with Headway Suffolk they have 13 current clients who reside in Needham Market.

Cllr Ost proposed £250 be donated to Headway Suffolk. Cllr Lea seconded the proposal. The Committee agreed the proposal.

GF035/22 Update on Governance and Finance Arrangements.

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

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

Cllr Lea proposed adoption of the Income & Expenditure Statement. Cllr Ost seconded the proposal. The Committee agreed the proposal.

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

Cllr Annis explained the Council's online banking arrangements.

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

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 reported there will be an overspend on the current project to refurbish and extend Crowley Park pavilion. The overspend is mainly a result of expenditure on the new access for people with disability/restricted mobility.

- d) Review of Council's Policies.

There were no policies reviewed.

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

The Clerk reported a Risk Assessment for the forthcoming Remembrance Service 2022 had been undertaken.

GF036/22 To scrutinise any matters referred from, or to, Council's Community & Assets Committee and/or Planning Committee.

Cllr A Reardon proposed the Committee agree a budget of £2,000 be allocated for Communities & Asset Committee expenditure in 2023/24. Cllr Stansfield seconded the proposal. The Committee agreed the proposal.

Cllr O'Shea raised the Planning Committee's projected expenditure on engaging the Council's Planning Agent for the Neighbourhood Plan review and other planning matters. A budget of £5,000 for 2023/24 was suggested.

GF037/22 Date, location and timing of the next Governance & Finance Committee meeting.

Cllr Annis confirmed the next meeting of the Committee will be held on 7th February 2023.

The meeting closed at 7.57pm.

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