



Needham Market Town Council
Governance & Finance Committee
Minutes 7th February 2023

Present: Chairperson Cllr Annis, Cllrs, A Reardon, Darnell, Lea, Norris, Ost.

The Town Clerk was in attendance.

GF001/23 To receive apologies for absence.

Cllrs Lawrence, O'Shea, J Reardon, Stansfield.

At the request of the Clerk, the Committee agreed to add an item to the agenda:

5a To consider the Council's remaining Grants/Donations Budget 2022/23.

GF002/23 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members.

Cllr Annis – Community Centre Grant (minibus)

GF003/23 To approve any dispensations with respect to Disclosable Pecuniary Interests.

None.

GF004/23 To receive and confirm the Minutes of the meeting of the Governance and Finance Committee held 8th November 2022.

Cllr Lea proposed the Committee adopt the Minutes from the meeting held 8th November 2022. Cllr Norris seconded the proposal. The Committee agreed the proposal.

GF005/23 To consider Accounts for Payment and Confirmation

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

GF005a/23 To consider the Council's remaining Grants/Donations Budget 2022/23.

The Clerk informed the Committee, £1,290 of the Council's Grants/Donations budget 2022/23, remained unspent. A previous core grant recipient, Needham

Market Community Centre (contribution to the cost of employing a Community Minibus driver) had not been made in the current fiscal period although the Community Minibus was back in service.

Cllr Lea proposed £750 be donated to Needham Market Community Centre (contribution to the cost of employing a Community Minibus driver). Cllr Norris seconded the proposal. The Committee agreed the proposal.

The Clerk referred the Committee to the new outreach service to be operated by Citizens Advice (Stowmarket) which is due to commence in Needham Market Community Centre from 3rd March. It will offer a weekly face-to-face service to people seeking support. Some clients are in desperate need of immediate support and CA provide vouchers for food/energy in such cases.

Cllr Annis proposed the Council approve expenditure of up to £540 on vouchers to be provided to Citizens Advice for use in connection with their new outreach service. Cllr Norris seconded the proposal. The Committee agreed the proposal.

GF006/23 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 31st December 2022) Statement, which was tabled at the 18th January full Town Council meeting. The Committee agreed the Budget 2022/23 against actual expenditure was satisfactory.

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

Cllr Annis reported no action was necessary and, the Responsible Finance Officer is already making preparations for the 2022/23 audit cycle.

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

Cllr Annis had nothing to report.

- d) Review of Council's Policies.

There were no policies for review.

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

The Clerk reported the Council's Risk Assessment is up-to-date and insurance cover has been reviewed and increased to include the recently completed Crowley Park Pavilion refurbishment and extension project.

GF007/23 To consider and adopt the Council's Statement on Reserves.

The Council's Statement of Reserves was tabled.

The Committee considered it represented a sound contingency in relation to Council's finances.

Cllr Annis proposed adoption of the Statement of Reserves. Cllr Norris seconded the proposal. The Committee agreed the proposal.

GF008/23 To consider and adopt the Council's Statement on CIL funds.

The Council's Statement on CIL funds was tabled.

Cllr Annis proposed adoption of the Statement on CIL funds. Cllr Lea seconded the proposal. The Committee agreed the proposal.

GF009/23 To scrutinise any matters referred from, or to, Council's Community & Assets Committee and/or Planning Committee.

Cllr A Reardon reported, there will be a delay in applying for CIL funding from Mid Suffolk District Council for the new younger children's play area on Crowley Park and, there may be the need to consider provision of some equipment in the interim.

The Committee referred to funding connected with the now defunct Crowley Park Skatepark Project. Cllr Norris said he is investigating the position regarding District Councillor Locality Funding which has been provided to the Skatepark Committee.

GF010/23 Date, location and timing of the next Governance & Finance Committee meeting.

Cllr Annis reported details of the next meeting of the Committee will be confirmed at the 2023 Annual Town Council Meeting.

The meeting closed at 8.03pm.

Chairperson..... Date.....